



DEPARTMENT OF HANDLOOMS

Kuralagam, 2nd Floor Chennai 600 104.

Ph.044-25341517 Mobile : 9884709399

TENDER INVITING NOTICE No.1/2022/G3

“FOR PREPARATION OF DETAILED PROJECT REPORT AND EXECUTION OF DIGITISATION AND DOCUMENTATION OF HERITAGE HANDLOOM PRODUCTS AND GEOGRAPHICAL INDICATED HANDLOOMS PRODUCTS OF TAMIL NADU ORIGIN” UNDER THE AEGIS OF DEPARTMENT OF HANDLOOMS, GOVT OF TAMIL NADU.

- | | | |
|---------------------------------|---|--|
| Earnest money deposit | - | Rs. 50,000/- |
| Tender Schedule | - | Can be downloaded from www.tenders.tn.gov.in or can be obtained in person in the above address by payment of Rs.1120/-by way of cash / DD or by post by payment of Rs.1170/-as DD |
| Issue of Tender Schedule | - | From 21.07.2022 to 05.08.2022 upto 11.00 am |
| Pre Bid Meeting | - | 29.07.2022 at 11.00 am |
| Last date of receipt of Tenders | - | 05.08.2022 at 12.00 pm |
| Tender opening and Venue | - | 05.08.2022 at 12.30 pm in the above address. |
| Terms and conditions | - | As stipulated in Tender Schedule. |

Joint Director (Handlooms)

Place :Chennai.

Date :14.07.2022

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Letter of Invitation for Tender

**Department of Handlooms
Government of Tamilnadu
Kuralagam, Chennai – 600104**

No.1/2022/G3

Dated: 14.07.2022.

Dear Sir / Madam,

Department of Handlooms invites sealed tenders under Two Cover System from the eligible Agencies Specialized in Digitisation Projects for "Preparation of Detailed Project Report (DPR) and execution of **"Digitisation and Documentation of Heritage Handloom Products and Geographical Indicated Handloom Products of Tamil Nadu Origin"** under the aegis of Department of Handlooms, Govt of Tamil Nadu.

2. The Tender documents containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

3. You may submit your responses in two separate sealed envelopes for estimates to the project in the prescribed format for Technical Bid and Financial Bid duly packed in one single envelope to the undersigned latest by 12.00 Noon on 05.08.2022.
(Note :The Technical and financial Bid must necessarily be bound separately and all pages serially numbered)

**"Joint Director (Handlooms)"
Department of Handlooms
Government of Tamilnadu
Kuralagam II Floor, Chennai – 600104.
Ph: 044-25341517**

Queries, if any, may be referred in writing to S.Selvam Nodal Officer /(Joint Director), Managing Director, K.H.1, Arignar Anna Silk Handloom Weavers Cooperative Society, No.15,Vazhakkarutheeswarar Koil Street, Kanchipuram 631 501, Kanchipuram District, Tamil Nadu, Contact No. 9884709399 or E-mail. annasilk1971@yahoo.com.

Sl No	Critical Dates	Date	Time
1.	Publishing Date	21.07.2022	10:00 AM
2.	Pre Bid Meeting	29.07.2022	11:00 AM
3.	Last Date for Document Downloading	05.08.2022	11:00 AM
4.	Last Date for Submission of Tender	05.08.2022	12:00 PM
5.	Tender Opening Date	05.08.2022	12:30 PM

Yours faithfully,

Joint Director (Handlooms)
For and On Behalf of the
Commissioner of Handlooms

Enclosure : Tender Documents

**PREPARATION OF DETAILED PROJECT REPORT (DPR) AND EXECUTION OF
DIGITISATION AND DOCUMENTATION OF HERITAGE HANDLOOM PRODUCTS AND
GEOGRAPHICAL INDICATED HANDLOOMS PRODUCTS OF TAMIL NADU ORIGIN**

1. Background

1.1. Tamil Nadu State is one of the front runners in the country involved in producing and marketing traditional Handloom products all along. The Handloom products of Tamil Nadu are well-known amongst Tamils and Non-Tamils irrespective of borders due to its rich quality of raw materials, attractive colours, plenty of designs available, weaving techniques, and above all, the incomparable professionalism of the weavers involved in the process.

1.2. Preservation of this kind of Heritage and Traditional Handloom products of the State in permanent nature is essentially required to carry over part of the tradition and rich culture of the State of Tamil Nadu to the next generation in a safer manner.

2. Aims & Objectives

2.1. The different types of products/varieties of heritage and traditional handlooms that exist all over Tamil Nadu need to be digitised and documented.

3. Details of Specifications & Scope of Work

3.1. A significant number of heritage handloom products produced in different regions of Tamil Nadu with different uniqueness between each other products, in the form of raw materials used, different yarn, with different weaving processes and techniques are required to be digitised in permanent nature. Details of these handloom products such as their history, actual nomenclature, manufacturing process, and all other relevant details should be digitised and Documented.

The details required to be digitised and documented.

3.2. **Details and Types of Loom** through which the products are Woven.

3.3. **Raw Materials** being used for the products, such cotton, Silk or zari, etc mentioning its warp, count of the weft.

3.4. **Manufacturing process**, winding, Doubling and Twisting, Degumming & Dyeing etc,

3.5. **Dressing & Sizing**

3.6. **Drawing & Denting**

3.7. **Extra warp preparation for Border Design**

3.8. **Usage of Colours, Design**

3.9. **Weaving Technique / Process**

3.2. Details Scope of Works required to be executed by the Agency is Making Video of the Handloom Products, AR Mirror Kiosk with “Try-it-on” experience. The Consultancy Firm to create a high-quality video of the making of Heritage Handloom Products of Tamil Nadu origin to showcase the craftsmanship of the TN Weavers in the following manner:-

- Video Storyboarding
- Video Production
- Video Post Procession
- BGM and Voiceover and it's related works

3.3. The Agency is required to execute digitisation and documentation in the form of videography, voice-over, 3D effects online hosting etc for each heritage handloom products. Department of Handlooms will provide the details of Specification of each Handloom product through a Working Group in due course to the Agency for Digitisation.

4. Execution of Projects

4.1. Digitisation and Documentation of Heritage Handloom Products of Tamil Nadu origin” is required to be executed in phased manner under the guidance of the Nodal Officer, Working Group, Department of Handlooms is as in the succeeding paras.

4.2. **Phase-I.** Digitisation and Documentation of the following products which have already been registered under Geographical Indication Act 1999.

Sl. No.	Name of the Heritage Handloom Products	Geographical Origin
(1)	Kanchipuram Silk Sarees	Kanchipuram
(2)	Bhavani Jamakalam	Erode
(3)	Madurai Sungadi Sarees	Madurai
(4)	Salem Venpattu Dhoties	Salem
(5)	Kora Cotton sarees	Coimbatore
(6)	Arni Silk Sarees	Arani, Tiruvanamalai
(7)	Karaikkudi Kandangi Sarees	Paramakudi
(8)	Thirubhuvanam Silk Sarees	Thanjavur

4.3. **Phase-II & III.** Digitisation and Documentation of the following products should be completed in Phase II and III:-

Phase-II

- (a) Negamum cotton Sarees.
- (b) Tirunelveli Chedibutta Sarees.
- (c) Woriyur (Trichy) Cotton Sarees.
- (d) Kudiyatam lungi.
- (e) Kodalikarupar Sarees.
- (f) Koorainadu Sarees.
- (g) Arupukottai Sarees.

Phase-III

- (h) Erode Bedsheet and Bed Spread.
- (i) Tie and Dye cotton Sarees, Dindugal.
- (j) Bumper Cotton Sarees, Paramakudi.
- (k) Organic Cotton Sarees.
- (l) Art Silk Sarees.
- (m) Other Products

5. Deadline for submission of Tender

5.1. Tender documents, in its complete form in all aspects must be submitted to the Department of Handlooms as specified in the Tender documents, at the address specified herein earlier. In exceptional circumstances and at its discretion, the Department of Handlooms may extend the deadline for submission of the proposal by issuing an amendment in which case all rights and obligations of the Department of Handlooms and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

6. Validity of Offer

6.1. The offer for Tender as per this document shall be valid for a period of three (3) Months initially which may be extended further if required by the Department of Handlooms.

7. Terms of Reference for submitting Tender. The terms of reference of the study are: -

7.1. To assess and prepare a Detailed Project Report and to execute the “Digitisation and Documentation of heritage handloom products of Tamil Nadu origin” in consultation with the Nodal Officer, Department of Handlooms.

7.2. The agency should have executed similar projects to Union Govt / State Govt / Govt Institution.

7.3 To assess and inform additional requirements, if any, to the Nodal Officer, Department of Handlooms.

7.4 The Agency should utilise latest technology while making digitisation of the heritage handloom products of Tamil Nadu origin.

7.5 To execute the “Digitisation and documentation of Heritage Handloom Products and Geographical Indicated products of Tamil Nadu origin.” Subsequently after finalising Detailed Project Report (DPR) on the subject.

7.6 The Agency should function under the guidance of Nodal Officer, Working Group who is the monitoring agency of the Department of Handlooms.

8 Instructions To Consultants.

- 8.1 The Tender Documents are to be submitted in the manner prescribed in the succeeding paragraphs.
- 8.2 All information as mentioned below is to be submitted in two hard copies in Separately sealed envelopes and one soft copy in a Pen drive.
- 8.3. EMD for Rs.50000/- in the form of Demand Draft /RTGS challan.
- 8.4. Applicant's Tender Documents as per Format-1.
- 8.5. Contact details of Organization / Firm / Agency as per Format-2.
- 8.6 Experience of the Firm in Related Fields as per Format-3.
- 8.7. List of experts/consultants on payroll (at least 3) as per Format-4.
- 8.8. Financial strength of the Organization as per Format-5.
- 8.9. Additional information as per Format-6.
- 8.10. Declaration as per Format-7.
- 8.11. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorised person.
- 8.12. Consultancy organization must have its office in Chennai.
- 8.13 Copy of the relevant documents duly signed by the competent person.

9. Availability of Tender Documents

- 9.1. Tender documents have been hosted on the website www.tenders.tn.gov.in and may be downloaded from the website.
- 9.2. The bidders are expected to examine all instructions, forms, terms, and other details in the Tender documents carefully. Failure to furnish complete information as mentioned in the Tender documents or submission of a proposal not substantially responsive to the Tender documents in every aspect will be at the Bidder's risk and may result in rejection of the proposal.

10. Eligibility Criteria

10.1. Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No	Pre-qualification Criteria	Supporting Compliance document
(a)	The applicant shall be a firm / company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956 / the partnership Act,	Copy of Certificate of incorporation and Partnership Deed, if any, and a copy of PAN / GST Registration.
(b)	The firm should be in the business of providing similar consultancy services for at least 10 years as on 31.03.2022.	Certificate by Company Secretary of the Bidder's organization.
(c)	The Bidder should have an average annual turnover not less than Rs.50.00 lakhs for three consecutive Financial Years among the Last Five Years. (FY 2017-18, 2018 – 19, 2019-20, 2020-21 & 2021-22) from only consultancy Services rendered in India.	Certified document with name of CA registration number, signature and stamp.
(d)	The Bidder shall have experience in providing similar Project, Central, State Govt or any Private Establishment.	Copy of Work Order or Contract Agreement and Completion Certificate.
(e)	The consultancy firm should have at least 03 full-time consultants on its payrolls on the Digitisation of products.	Certificate by the Bidder's organization.
(f)	The firm should not be blacklisted by any Central Govt./ State Govt./ PSU / Govt. Bodies	Certificate signed by the Authorized signatory.
(g)	The Bidder must have an office in Chennai.	Details of Chennai and branch offices in State/UTs other than the Chennai area, if any, may be submitted.
(h)	The Financial status of the Bidder should be in sound manner	The Agency should enclose last 3 years IT Return Filed.
(i)	The Agency should have the ISO 9001 standard and must have the Registration with relevance Governing body / Forum.	Copy of the Registration and relevant paper of ISO must be attached

11. Earnest Money Deposit (EMD).

11.1. The Tender must be sealed and initialed across the seal. This cover should contain the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) in the form of Crossed Demand Draft / Bankers Cheque drawn in favour of "**KANCHIPURAM, ARIGNAR ANNA SILK WEAVERS COOP**" from any Nationalized Bank/Scheduled Bank payable at Chennai City. The EMD can also be paid through RTGS upto 05.08.2022 at 12.00 pm to SB Account of "Nodal Agency, **KANCHIPURAM, ARIGNAR ANNA SILK WEAVERS COOP** A/c No. **2916101009132** IFS code No.**CNRB0002916**, CANARA Bank, Peria Kanchipuram branch, Kanchipuram-631502. **Earnest Money Deposit will not be accepted in cash.**

11.2. The EMD of bidders other than L1 will be returned. The EMD of the successful Firm will be discharged after the Firm has furnished the required acceptable Performance Guarantee and or Security Deposit as the case may be.

11.3 No interest shall be paid by the Department of Handlooms on the EMD.

11.4. The Tender proposals not accompanied by the required EMD in the requisite form as mentioned above shall be summarily rejected. The Earnest Money Deposit remitted shall not carry any interest. On issue of Letter of Acceptance (LoA), an acceptance for LoA shall be sent by the Consultants within 7 days and subsequently execute an agreement with the Joint Director (Handlooms) within 15 days from the date of issue of LoA. Failing to adhere to this, the Department of Handlooms reserves the right to cancel the consultancy work by forfeiting the EMD.

12. Response

12.1. Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service project may also be submitted along with the offer.

12.2. Application and all the supporting documents should be submitted in a sealed cover superscribed, as "Tender for **Preparation of Detailed Project Report and Execution of "Digitisation and Documentation of Heritage Handloom Products and Geographical Indicated Handloom Products of Tamil Nadu Origin"**".

12.3. Last date of submission of Tender Documents

- | | | | |
|-----|--|---|------------------------|
| (a) | The last date of submission of Tender is | : | 05.08.2022 (12.00 p.m) |
| (b) | Bid Opening Date & Time | : | 05.08.2022 (12.30 p.m) |

13. Evaluation Criteria and Method of Evaluation.

13.1. Screening of Tenders shall be carried out as per eligibility conditions mentioned in this document in Three stages. The selection committee's decision will be final.

14. Technical Bid.

14.1. The evaluation / scrutiny committee appointed by the Department of Handlooms will assess the proposals submitted by the bidders, taking into account the criteria as prescribed in the RFP document.

14.2. The Minimum Eligibility Criteria

14.3. As per Company Act / All the Partners of the Agency should be registered under the Appropriate Forum for Rendering Digitisation Services. Hence valid registration with concerned organization / All the Partners of the firm.

14.4. Having Head Office / Branch Office in Chennai.

14.5. Minimum of 10 years of experience in the relevant field. The date of registration of the organization shall reckon for evaluation of experience. At least have one Rating for Similar Projects.

14.6. Having completed at least 5 (Five) Nos similar works of value not less than Rs.50.00 Lakhs in the last 10 years for Government / Government Institutions / Public Private Partnership / Corporate Houses.

14.7. Should apply with their credential/ information/ testimonials in prescribed format.

14.8. Pan Card.

14.9. GST Number for firm.

14.10. Copy of Partnership Deed/ Copy of registration certificate should be attached with the application.

14.11. ITR and Balance Sheet for last three financial years 2018-19, 2019-20 and 2020-21.

14.12. The application shall be sealed and signed on each page by the person (s) on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of the power of Attorney / Memorandum of the association shall be furnished along with the application.

14.13. List of important projects completed, and on hand, the applicants shall include a separate sheet in the prescribed format.

14.14. The application must be accompanied with rough estimates of the proposed digitisation work.

14.15. The bid for the works shall remain open for acceptance for a period of 90 days from the last date of submission of bid including the extension given, if any.

14.16. The application is submitted in three separate envelopes for estimates to the project, technical bid and financial bid duly packed in one single envelope duly superscribed with **“Tender Documents for “Preparation of a Detailed Project Report (DPR) and execution for “Digitisation and Documentation of Heritage Handloom Products and Geographical Indicated Handloom Products of Tamil Nadu Origin”** and name of the organization/ firm on each envelope.

14.17. The bidder qualifying the above minimum eligibility criteria will be evaluated for first stage pre-qualification by following criteria by scoring method on the basis of details furnished by them.

Sl. No.	Attributes	Maximum Marks
(a)	<u>Verification of Technical Qualificaton:</u> 1. For verification and evaluation, past experience in handling a similar type of project, Maximum -50 Marks. 2. Sectoral exposure, Maximum-25 Marks. 3. Strength and Manpower of the firm, Maximum 25 Marks. (should get 50% to qualify)	100
(b)	<u>First stage pre-qualification:-</u> Only Agencies qualified Technically will be selected for the evaluation of First stage prequalification	
	1. The Marks obtained in verification of Technical qualification will be converted into 50 %.	50
	2. Financial strength -10 Marks. a) Gross annual financial turn over during immediate last 3 years Ending 31.03.2022. b) Loss exists-1 point c) No losses for last 5 years-5 Marks.. d) No losses for last 5 years with turnover 50 lakh and above-7 Marks.. e) 3 additional Marks for the firm posses(No losses for last 5 years with turnover above 1crore).	10
	3. Experience in the Field (10 Years Minimum Experience required) 1 Mark for each year.(2 marks for each year for the firm with above 10 years experience)	20
(c)	<u>TECHNICAL EVALUATION:-</u> <u>Presentation of Concept and Methodology:</u> 1. Technical presentation: 2. Approach paper on methodology, Concept plan for the proposed digitization services etc. with details etc.	20
	Total	100 Marks

- a. The applicant must secure at least Fifty percent marks (50%) in each of the criteria mentioned above and 60% marks in aggregate. The Department of Handlooms however, reserves the right to restrict the list of such qualified bidder to any number deemed suitable by it.
- b. Even though any Bidder may satisfy the above requirements, he would be liable to disqualification if he has:
 - i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
 - ii) Record of poor performance such as abandoning work.

15. Evaluation of Financial bid:-

15.1. Opening of Financial Bid: Bid Documents for Submission of Financial Bid will be given to the Agencies/ bidders qualified both in First stage prequalification and in Technical evaluation. After evaluation / scrutiny of technical bid, a list of short listed agencies will be prepared. Thereafter the financial bids of qualified shortlisted bidders shall be opened by the "Acceptance Committee" at the notified time, date and place in the presence of the qualified bidders or their representative. The bids shall remain valid for 90 days from the date of opening of financial bid.

15.2. Evaluation of Financial Bid : The bidders are required to quote fees for consultancy work in prescribed format inclusive of all prevailing taxes and levies including applicable GST. The price bid will include inter-alia, the fee for all components identified including detailed design, drawings and specifications for all parts covered in the scope of project with all services and other allied consultancy works. The quoted fee shall not be increased due to time and cost overrun. The fee shall be quoted in Indian Rupees only. Conditional bid shall not be accepted.

15.3. The bidders may please note that 80% weightage will be given to the technical bid and 20% weightage will be given to the financial bid of the technically qualified bidders.

16. Evaluation methodology is given below:

- Composite Technical bid Score T(s):
(Vendor's Technical Score as per evaluation criteria) /100 X 100
- Composite Financial Score F(s):
(Lowest financial bid among agencies / Financial bid quoted by agency) x 100
- Total Score= 0.80 X T(s) + 0.20 X F(s)

17. **Award Criteria:** Selection of bidder after opening of financial bid as per the evaluation methodology stated above .

17.1. Award of Work. The work will be awarded to the bidder, scoring highest overall rating as calculated vide Para 16 above, amongst the technically qualified bidders. The successful applicant shall be informed by the Department of Handlooms, through a letter of acceptance of offer.

17.2. The Agency shall communicate to the Department of Handlooms., within a fortnight of award of work, the names of sub consultancy having requisite experience along with their credentials, if any as per the bid document for the approval of the competent authority.

17.3. After the approval of the Competent Authority, Department of Handlooms, the Agency shall enter a formal agreement and the selected applicant is expected to commence the assignment within 10 (Ten) days of issue of letter of award.

Conflict of Interest

18. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Department of Handlooms, detailing the conflict in writing as an attachment to this Bid.

18.1. Department of Handlooms will be the final arbiter in cases of potential conflicts of interest. Failure to notify the Department of Handlooms of any potential conflict of interest will invalidate any verbal or written agreement.

18.2. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

18.3. **Condition under which Tender is issued.** The Tender is not an offer and is issued with no commitment. Department of Handlooms reserves the right to withdraw Tender and or vary any part thereof at any stage. Department of Handlooms further reserves the right to disqualify any bidder, should it be so necessary at any stage. The Agency, if required may avail the services of experts in the relevant field, however, the work should not be sub-contracted.

19. Time Schedule For Submission of Detailed Project Report

19.1. A Draft Detailed Project Report should be submitted within one month of the date of signing of the agreement. The major findings of the draft report should be shared with the Department of Handlooms. Feedback from the Department should be taken into account by the Consultant in the final report in a substantive manner and for the record. Agencies will be required to provide a written response within 15 days of receipt of the draft report. The consultant will submit the "Detailed Project Report" within 01 month of the date of signing of the agreement, after taking into account the comments of the Handlooms Department on the draft report. Four hard copies along with a soft copy of the Final DPR shall be submitted to the Department of Handlooms within the period of 3 months from the date of signing of the agreement. Incase, 03 months from application or Detailed Project Report. **In case 3 months from application or submission of Detailed Project Report, any delay in the assigned work if not justified and accepted, the EMD submitted by the bidder will be forfeited.**

20. Inputs to be provided by the Department of Handlooms

20.1. A representative of the Department of Handlooms has already been appointed as Nodal Officer, The Working Group, all execution works would be carried out by the Firm / Agency under the guidance of the Nodal Officer and may approach for any type of suggestion / clarification to the Department of Handlooms.

21. Performance Security/Guarantee / Security Deposit

21.1. For the due performance of the contract in accordance with the terms and conditions specified, the Tech Firm shall furnish **Performance Security / Guarantee / Security Deposit** to Department of Handlooms, from a Nationalized/Scheduled Bank to the extent of **3%** of the value of estimated Project cost of work.

21.2. The Bank Guarantee shall remain valid till stipulated time for completion of work plus 90 days. The EMD paid by the Consultant shall be returned to them after receipt of Performance Guarantee.

21.3. The Bank Guarantee shall be in favour of the Department of Handlooms Payable at Chennai. The Bank Guarantee should be in the prescribed format and issued from any Nationalized Bank /Scheduled Bank.

21.4. It is expressly understood and agreed that the performance security is intended to secure the performance of entire contract. It is also expressly understood and agreed that the performance security is not to be construed to cover any damages detailed/ stipulated in various clauses in the Contract document.

21.5. The performance security will be discharged by the Department of Handlooms, and returned to the Firm after successful physical completion of the project submission of completion reports routed through the Nodal Officer, the Working Group along with Satisfactory completion certificate.

21.6. Department of Handlooms, Govt of Tamil Nadu, reserve the right of forfeiture of the performance guarantee in additions to other claims and penalties in the event of the Firms / architect firm's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract.

21.7. Should the stipulated time for completion of work, for whatever reason be extended, the architect firm, shall at its own cost, get the validity period of Bank Guarantee in respect of performance security furnished by them extended and shall furnish the extended / revised Bank Guarantee to Department of Handlooms, before the expiry date of the Bank Guarantee originally furnished.

22. Completion period:

22.1. The overall completion period for the execution of this project from the date of commencement of work shall be mentioned in work order.

22.2. If at any stage, the Project has been delayed by the acts of the Department of Handlooms or by the deployed contractor for the work, nothing extra shall be payable to the consultant. However suitable extension of time for completion of work shall be granted accordingly.

23. Escalation / Price Variation

23.1. In case the Agency fails to complete the work within the Contract period or extended period as above owing to reasons attributable to architect firm, liquidated damages @ 2% per week of the total fees subject to a maximum of 10% of the total fees payable shall be levied on the architect firm. Department of Handlooms., shall be entitled to deduct such damages from the dues that may become payable to the Firm.

24. Abandonment of work

24.1. If the Firm abandon the work for any reason whatsoever or become incapacitated from acting as consultants as aforesaid, the Firm shall be liable to refund any excess fees paid to them up to that date plus such damages as may be assessed by the Department of Handlooms.

24.2. If at any time after start of work, the Department of Handlooms decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, Department of Handlooms shall give notice in writing to this effect to the Firm and the firm shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which it might have derived from the execution of works in full but which it did not derive in consequence of the foreclosure of the whole or part of the work.

25. Termination

25.1. The Department of Handlooms., without any prejudice to its rights against the Agency in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and any right or remedies under any of the provisions of this contract may terminate the contract by giving one month's notice in writing to the Firm and in the event of such termination, the Firm shall be liable to refund the excess payment, if any, made to them over and above what is due in terms of this agreement on the date of termination.

26. Miscellaneous Points

26.1. The Firm shall supply free of charge to Department of Handlooms., the following documents in soft as well as hard copy in desired numbers and as and when required by the department.

26.2. Detail Project Reports with colored drawings.

26.3. Complete detailed design calculations of each products to be got approval from the Competent authority routed through Nodal Officer, Working Group.

26.4. 3D Video of the Proposed, voice and visual images to be approved by the Dept

26.5. Detailed estimates and rate analysis being incurred to of all works.

26.6. Completed details and documents.

26.7. Tender documents / materials as per Commissioner of Handlooms.

26.8. Design Concept Presentation will be held on 5th day from the date of opening of the Technical Bid. The bidders qualified in Technical Bid Evaluation will be intimated through email minimum 48 hours prior to the Design Concept Presentation.

26.9. Financial Bid will be opened in the presence of participants who choose to attend the opening of the Financial Bid. Only qualified bidders shall be intimated through e-mail by 48 hrs prior to opening of the bid.

27. Force Majeure Clause.

27.1. The Firm shall be granted extension of the completion date without any financial repercussion to cover the delay caused by any untoward incidents or natural calamities, any other acts or events whatsoever which are beyond the control of the Department of Handlooms and which shall directly or indirectly prevent completion of the works within the time specified in the agreement. This shall be applicable only if extension of the completion date is granted by the Department of Handlooms to the Agency concerned.

28. Withholding and Lien of Payment

28.1. Whether any claim or claims for payment of money arises out of or under the contract against the Agency, The Department of Handlooms shall be entitled to withhold and also to have a lien to retain in whole or in part, the security deposit, performance guarantee and or to withhold and have a lien to retain in part or in full the payments due to the Agency, or any claims of them, so as to cover the claimed amount till the claim arising out of or under the contract is determined by the competent court.

29. Jurisdiction

29.1. The agreement shall be governed by the Indian Law for the time being in force and the Courts in Chennai alone will have jurisdiction to deal with matter arising there from.

30. Funding Release Pattern:

30.1. 10% amount of Total Project Cost will be released after the approval of the Detail Project Report by the Department.

30.2. 30% of Total Project Cost will be released after the completion of Digitisation and Documentation of Phase 1 products stated in Para No.4.2

30.3. 30% of Total Project Cost will be released after the completion of Digitisation and Documentation of Phase 2 products stated in Para No 4.3.

30.4. 20% of Total Project Cost will be released after the completion of Digitisation and Documentation of Phase 3 products stated in Para No.4.3

30.5. 10% of Total Project Cost will be released after the issuance of Work Completion certificate.

31. Formats for Submission :

FORMAT – 1

APPLICANT'S TENDER DOCUMENTS

To,

Joint Director (Handlooms),
Department of Handlooms,
Kuralagam II Floor, Chennai - 600104

Sub: Submission of Tender Documents for “Preparation of Detailed Project Report and execution of Digitisation and Documentation of Heritage Handloom Products and Geographical Indicated Handloom Products of Tamil Nadu Origin” .

Dear Sir,

In response to the Invitation for Tender Notification published on 21.07.2022 for the above purpose, we would like to submit Tender documents to carry out the above-proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational contact Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts/consultants on the payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)
7. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
8. Details of Consultancy organization office in Chennai and other places.
9. Copy of all the relevant documents duly signed by the competent person.

Yours Sincerely,
Signature of the
applicant[Full name of
applicant]
Stamp.....
Date:

Encl.: As above

(Note: This is to be furnished on the letter head of the organization)

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956/ the Partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) Chennai ii) All other State/UT's	
7.	Contact Person with telephone No. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the
applicant Full name of
the applicant Stamp &
Date

- 18 –
FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects					
Sl. No	Items	Number of Assignments during last 10 years	Order Value of each assignment in Lakhs of Rs. (Enclose a copy of each order)	Mention the name of Client/ Organization (Enclose completion certificates)	Remarks
1	Experience of Assignments of similar nature				
2	Experience in carrying out similar assignments in Government.				
3	Experience in carrying out Similar assignments in the Public sector.				
<p>The decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p style="text-align: right;">Signature of the applicant Full name of the applicant Stamp & Date</p>					

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
S. No	Name	Designation	Qualification	
1.				
2.				
3.				

Stamp & Date

Signature of the applicant
Full name of the applicant

FORMAT – 5

Financial Strength of the organization					
S. No	Financial Year	Whether profitable Yes/No	Annual net profit (Rs. in Crore)	Overall annual turnover (Rs. in Crore)	Annual turnover from only Consultancy services rendered in India (Rs. in Crore)
1	2017-18				
2	2018-19				
3	2019-20				
4	2020-21				
5	2021-22				

Note: Please enclose a Chartered Accountant's certificate in support of your claim.

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT – 6

Additional Information		
1. List all enclosures related to the previous sections.		
S.No	Description	No. of pages
2. Additional information to support the eligibility		
Signature of the Applicant Full name of the applicant		

FORMAT -7

Declaration

I/ We, hereby confirm that I/ we are interested in competing for the Consultancy Services to undertake the task related to for **“Preparation of Detailed Project Report and execution of “Digitisation and Documentation of Heritage Handloom Products and Geographical Indicated Handloom Products of Tamil Nadu Origin”** proposed by the Department of Handlooms.

I/ We accept all the terms and conditions mentioned in the document.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter-head of the organization.

Submission of Tender Documents for

“Preparation of Detailed Project Report and execution of Digitisation and Documentation of Heritage Handloom Products and Geographical Indicated Handloom Products of Tamil Nadu Origin”

APPLICATION FORM

1. Name :
2. Address :
3. Qualification :
4. Details of Registration :
5. Total Experience in years :
6. Whether A partnership firm :
7. If so, give details of each partner :
8. Whether each partner had :
registered under the Council of
Architects.
9. Whether details in Annexure-I :
enclosed
10. Whether details in Annexure-II :
enclosed
11. Whether details in Annexure-III :
enclosed
12. Whether details in Annexure-IV :
enclosed
13. Details of EMD Submitted :

Annexure-II

Details of the major work in hand (please mention only such works which quantify for the category/class for which you have applied)

Sl.No.	Year of Project	Name of Work	Work Executed For (Name of the Organisation with address, concerning office and telephone No.)	Nature of Work (in brief)	Location of the Work	Actual Value of the Works	Stipulated Time for Completion	Remarks

Annexure - II A

Furnish the names of three responsible clients /persons to whom the major works carried out by the applicant with address and telephone numbers who will be in a position to clarify the quality as well as past performance of your organization

S. No	Name of the Officials	Organization	Address	Contact Numbers

Annexure – III

Registration/Empanelled with Government /Public Sector/ Institutions

Sl. No	Name of the Organization	Nature of Work

Annexure-IV (Financial Bid)

(To be enclosed in separate sealed cover)

Total Project Cost and schedule of payment

- a) Total Project Cost “For Preparation of detailed project report and execution of Digitisation and Documentation of Heritage Handloom products and Geographical Indicated Handlooms products of Tamil Nadu Origin” under the Aegis of Department of Handlooms, Government of Tamil Nadu including all charges Rs. _____ (in Lakh)
(Rate should be quoted both in figure and words)
- b) Schedule of payment:

Stages	Payment Schedule
<u>Stage 1</u> 10% amount of Total Project	Amount will be released after the approval of the Detailed Project Report by the Department
<u>Stage 2</u> 30% of Total Project Cost	Amount will be released after the completion of Digitisation and Documentation of Phase 1 products
<u>Stage 3</u> 30% of Total Project Cost .	Amount will be released after the completion of Digitisation and Documentation of Phase 2 products.
<u>Stage 4</u> 20% of Total Project Cost will be released after the completion of Digitisation and Documentation of Phase 3 products	Amount will be released after the completion of Digitisation and Documentation of Phase 3 products
<u>Stage 5</u> 10% of Total Project Cost	Amount will be released after the issuance of Work Completion certificate.