

TENDER DOCUMENT

" EVALUATION STUDY OF SCHEMES OF THE CENTRAL WOOL DEVELOPMENT BOARD "

1. BACKGROUND

I. INTRODUCTION :-

The Ministry of Textiles constituted Central Wool Development Board, in July, 1987 with its head quarter at Jodhpur, Rajasthan with the primary objective of development of wool and woollen textiles in the country by undertaking various programmes to support different wool development activities and to provide support to the entire chain from shepherds to the end user of wool. It works under the overall guidance of Governing Body. The Board has undertaken various programme in the wool growing States such as Rajasthan, Gujarat, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Harayana, Punjab, Karnataka, Maharashtra, Andhra Pradesh and Madhay Pradesh to administer the implementation of schemes in Central Sector for the promotion and development of wool and woollen industry in the country.

2. TERMS OF REFERENCE OF THE EVALUATION:

1. To examine whether the objectives of the schemes of Central Wool Development Board are being achieved during 11th Plan.
2. To assess the impacts of the schemes on target groups.
3. To Assess the extent of improvement in quality and quantity of indigenous wool and woollen products.
4. To assess the physical and financial performance of the schemes being implemented during 11th Plan period.
5. To assess the effectiveness of the Implementing Agencies/Organizations in execution of the schemes.
6. To examine whether implementation of the scheme has resulted in

improving social economic condition of wool growers, users, weavers and creation of awareness among the beneficiaries.

7. To evaluate infrastructure created under different schemes and benefits accrued to the beneficiaries.
8. To identify the bottleneck, if any, encountered in implementation of the schemes during 11th Plan period and suggest modification for improving their effectiveness in Planning, Designing, implementation and service delivering for continuation in the 12th Plan.

Coverage and Scope of the Assignment:

The evaluation will cover all wool producing States i.e Rajasthan, Gujarat, Maharashtra, Karnataka, Andhra Pradesh, Himachal Pradesh, Uttrankhand, J&K, Uttar Pradesh, Haryana, Madhya Pradesh. Details of all schemes of CWDB is available on CWDB website <http://woolboard.nic.in>

The terms of reference including the objectives and scope of the evaluation may be modified/ added/ deleted as warranted by the policy decision of the Board. Change of rules, regulations and revision of policy decision, if any, during the period of study may be regulated in consultation with the selected agency.

3. SELECTION PROCESS OF AGENCY FOR THE STUDY:

(a) Pre qualification Eligibility Criteria. (Technical Bid)

1. The Agency should have experience of conducting at least three Evaluations studies/ survey of national level in last three years with any of the Govt. Department/ Ministries/ Autonomous Bodies. A certified copies of work orders and satisfactory completion certificate should be furnished as a proof .
2. The total turnover of the agency should not be less than Rs. 30 lakhs in last three years. The Agency will have to submit last three years Audited Accounts as a proof.

3. Technical bid shall be accompanied with an Earnest Money of Rs. **20,000/-** (Rupees Twenty Thousand only) by way of demand draft drawn on any Nationalized Bank in Jodhpur in favour of “Central Wool Development Board, Jodhpur” . The EMD deposited by the unsuccessful bidder shall be refunded after the finalization of the tender. The EMD will not bear any interest. Failure on the part of the successful bidder to comply with the requirements of this clause will constitute sufficient grounds for the annulment of the award and forfeiture of EMD.

b. Financial Bid :

(i) The Evaluation Committee of the CWDB will assess the financial bids of the bidders who are technically qualified. The Bidders have to Quote rates both in Figures and Words in financial bid sheet attached. Lowest tenderer will be decided on Total bid cost,(including Taxes and Levies) which will be calculated on the basis of minimum requirement prescribed in the financial bid sheet.

(c) Bidding Process:-

- (i) **The bidder shall pay the cost of bid document amounting to Rs. 1,000/- (Rupees One thousand only (non-refundable) in the form of Demand Draft drawn in favour of “Central Wool Development Board, Jodhpur”. The bid shall consist of two parts i.e. Part-I-Technical Bid and Part-II-Financial Bid.**
- (ii) **Technical Bid and Financial Bid should be submitted in two separate envelopes superscribed “ Technical Bid- Part-I” and “Financial Bid- Part-II respectively. Both the envelopes should be placed in a bigger envelop and superscribed “ Bid for Evaluation study of Schemes/Programmes of the CWDB.**
- (iii) The Financial bids only of the technically qualified bidders will be opened after decision of committee formed to decide the tender on 7th August 2012 at 11.00 Hours. (The bidders/authorized representatives of

the Bidders may if require present themselves during opening of Technical and Financial bid.)

Other Conditions

- (i) Validity of the Bid should be 90 days from the last date of submission of Bid. CWDB reserves the right for extending the validity of Bid for period of 30 days if necessary.
 - (ii) Within 15 days of receipt of letter of award of contract, the successful bidder shall enter into an agreement with CWDB for undertaking the evaluation study. Failure on the part of the successful Bidder to comply with the requirements may lead to forfeiture of Earnest money.
 - (iii) The Board shall be competent to interpret any provisions or clauses of the bid documents. The Board, for reasons to be recorded in writing may prescribe additional conditions or procedures to be followed by the bidders, till the award of the contract. The decision of the Board in this regard shall be final and binding on the bidders.
 - (iv) Board reserves the right to accept or reject any/all bid in part or full without assigning any reason.
- (e) **Reporting Schedule:**
- (i) **Draft Report:** Within 120 days from the date of award of contract.
 - (ii) **Final Report:** Within 60 days from the date of submission of the draft report
- (f) **Terms of Payment:**
- The terms of payment for this assignment are as follows:
- (i) **First installment:** 50% at the time of Sanction after signing of the

agreement.

- (ii) **Second installment:** 35% percent on submission and acceptance of the draft report. (10 copies of the draft report including executive summary) within the time schedule prescribed in the agreement and a presentation on the draft report being made before the Committee and the draft report being found to be generally acceptable to the Committee.
- (iii) **Third and final installment:** Balance 15% on submission of the final report and its acceptance by the Board.
- (iv) **Penalty Clause :**
 - i) Any delay on the part of the Bidder in completion of evaluation study within the stipulated timeline prescribed in Tender Document will attract penalty as under:
 - a) Delay in submission of Draft Report 2% of Project cost per week.
 - b) Delay in submission of Final Report 2% of Project cost per week.

(g) General Terms and Conditions:

The other general terms and conditions applicable are as follows:

- (i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty as provided for in the agreement. For factors beyond the control of the agency given the assignment, suitable extension in time may, however, be granted at the request of the agency.
- (ii) The Board shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- (iii) The total fee for the study as agreed with agency will include service tax and other tax, if any, and the liability of payment of the tax will be of the agency conducting the study. However, Board may deduct

the income tax/service tax from each installment while releasing the same if deemed fit.

- (iv) 10 hard copies & CDs of draft report (along with Executive Summary) & 10 hard copies & CDs of the final report (along with Executive Summary) shall be submitted before releasing the final installment of payment.
- (v) During the course of the assignment, Board may modify the scope/coverage/outcome of the assignment if necessary, in order to strengthen / deepen its scope / coverage. As far as possible, such modifications will not be made more than once during the course of the study and with due concurrence of agency concerned.
- (vi) The draft / final reports and the contents thereof would be the intellectual property of the Board and would not be published by the agency concerned without prior approval of the Board.
- (vii) In case of change of consultant / team leader during the course of study, the new consultant / team leader may be appointed by the agency with the prior approval of the Board.
- (viii) If the performance of the agency during the course of the study is not found to be satisfactory, the agreement can be terminated and the amount already paid to the agency will be recovered including forfeiture of EMD and Bank Guarantee.
- (ix) The raw data / processed data / findings should not be disclosed by the agency to any third party without prior approval of the Board.

I/We have carefully gone through the contents of the Tender Document containing at Annexure-A and agreed upon the same fully.

Place & Date

Signature: _____

Name: _____

Designation: _____

TEMPLATE FOR FINANCIAL BID

S.No.	Activity	Rate per Activity in Rs.	Total cost in Rs.
1.	Cost of the Evaluation		
A	Sheep & Wool Improvement Scheme with Social Security Schemes. Agency has to cover minimum 4 States and to cover 1000 beneficiaries. Rate per schedule		
B	Angora Wool Development Programme Agency has to cover minimum 3 States and to cover 70 beneficiaries from Angora Rate per schedule		
C	Common Facility Center for Training, Agency has to cover minimum 2 states and 2 agencies and 30 beneficiaries of CFC training Centre scheme Rate per schedule		
D	Pashmina Wool Development Programme Agency has to cover 40 beneficiaries. Rate per schedule		
E	Woollen Expo Agency has to cover 4 Expo (One Expo from North East State is to be covered) . Minimum 10 beneficiaries (Of various states) per Expo should be surveyed. Rate per Expo.		
F	Quality Processing of Wool Agency has to cover 6 CFCs and has to interact 4 beneficiary per CFC (If applicable) Rate per CFC.		
2.	Preparation of Draft & Final Report (Consolidated report from A to F activities)		
3.	Service Tax including education Cess		
4.	Other Taxes if any applicable		
	Grand Total		

Total Rupees in words:

Place: _____

Date: _____

(Signature)

Name :

Designation: