



NIT No.03/NJB/Scheme-evaluation/2019-20

Dt. 22/08/2019

NOTICE INVITING BIDS FROM BONAFIDE ORGANISATIONS / GOVT. INSTITUTES

FOR

**EVALUATION OF VARIOUS SCHEMES BEING IMPLEMENTED BY NATIONAL
JUTE BOARD FOR DEVELOPMENT AND PROMOTION OF JUTE SECTOR.**

TENDER DOCUMENT

Tender Schedule:

Sl. No.	Events	Date & Time
	Date of Issuing of Tender Notice.	22/08/2019
	Date of Publication of Tender Notice in Daily Newspapers	22/08/2019
	Application form may be downloaded from www.jute.com	22/08/2019 – 16/09/2019
	Last Date of submission of Tender Documents along with Earnest Money Deposit	16/09/2019 –3:00 pm
	Date of opening of Technical Bid at National Jute Board,3A&3B Park Plaza, 71 Park Street, Kolkata -700016.	16/09/2019 –3:30 pm
	Date of opening of Financial Bid at National Jute Board,3A&3B Park Plaza, 71 Park Street, Kolkata -700016.	Will be intimated to the agencies qualified in the Technical Bid.
	Pre-bid meeting	26/08/2019 – 12.00 Noon



NATIONAL JUTE BOARD

Ministry of Textiles, Govt. of India

3A&3B, Park Plaza, 71, Park Street, Kolkata-700 016

Tel: 033-2249 3825 / 2217 2107 / 2226 3438, Fax: 033-2217 2456

E-mail: jute@njbindia.in

INVITATION OF BID

**EVALUATION OF VARIOUS SCHEMES
BEING IMPLEMENTED BY NATIONAL JUTE BOARD
FOR DEVELOPMENT AND PROMOTION OF JUTE SECTOR**

1. Invitation of Bid:

The Secretary, National Jute Board, Kolkata, India invites sealed offers from bonafide Organizations / Govt. Institutes for evaluation of various schemes being implemented by National Jute Board for development and promotion of jute sector.

2. Objectives

A. National Jute Board (NJB), set up under National Jute Board Act, 2008 [No. 12 of 2009] is statutorily mandated for development and promotion of the cultivation, manufacture and marketing of jute & diversified jute products and for matters connected therewith and incidental thereto.

B. NJB operates various Schemes / Initiatives for the development and promotion of jute sector. Accordingly, following schemes are to be evaluated / assessed w.r.t the objectives:

- 1. Incentive Scheme for Acquisition of Plant & Machinery (ISAPM)**
- 2. Sanitation Scheme –Sulabh Sauchalaya**
- 3. Retail Outlet of Jute Diversified Products and Bulk Supply Scheme**
- 4. Jute Raw Material Bank (JRMB) Scheme**
- 5. Export Market Development Assistance Scheme**
- 6. Jute Integrated Development Scheme (JIDS)**
- 7. Scholarship / Incentive Scheme for the Girl Children of the Workers of Jute Mills and JDP-MSMEs.**
- 8. Any other initiatives / schemes if any, decided by NJB.**

Brief introduction / objectives of the above schemes is enclosed at Annexure I. However, details of the schemes are available in NJB website www.jute.com (Scheme Initiative → Current Scheme → Schemes).

3. **Terms of Reference for Evaluation**

The points to be explored are:-

- a. Determine the extent to which the objectives as defined in the Scheme document have been met and assess the likelihood of achieving them on yearly basis.
- b. Identify potential options/ avenues for improving the schemes' outcome.
- c. The evaluation will take into consideration the schemes' continued relevance, efficiency levels, and effectiveness.
- d. Any other issues upon mutual discussions.
- e. Impact assessment (both physical and financial) attributes of each scheme as per outcome envisaged in the scheme guideline.
- f. SWOT analysis of the specified schemes.
- g. Evaluation in compliance with 'Template' as enclosed at Annexure II.

The selected Agency should submit an Approach paper incorporating comprehensive and detailed scheme – wise evaluation criteria and methodology to be adopted in conformity with the 'Template' as given at Annexure II, before starting the evaluation within 7 days from the date of issuance of assignment for review and acceptance.

4. **Eligibility Criteria for selection**

An Agency/ Reputed Institution having sound financial standing with at least five years of experience of working with similar type of work may submit bid for this evaluation. The evaluation shall require knowledge of various government programs which may benefit the jute sector. The Agency should have proven & demonstrable experience, expertise and resources in conducting evaluation for Govt. schemes and Marketing study and should have worked with reputed National and International Firms.

5. **Method of Selection**

Based on the technical proposal, the proposal of only those bidders will be considered who have sound knowledge in the given field. The overall assessment will be based on quality of the technical proposal and the rationality of the proposed financial budget. Lower financial budget may not necessarily attract the selection. Scoring pattern for selection of the Agency will be-

Final Score = 70% Technical Score + 30% Financial Score

6. **Deliverables and Time line**

These Terms of Reference are directed at carrying out the evaluation of the schemes, keeping in view the objectives and physical and financial performance. The task includes providing feedback and recommendations against each scheme to the National Jute Board.

The selected Agency shall make available adequate number of experts specialized in specific fields : Technical, Marketing and Financial, keeping in view the objective of the schemes to carry out the scheme-wise evaluation as soon as possible after the selection procedure has been completed. The experts are expected to work in close cooperation with the National Jute Board and different stakeholders. The experts would be required to attend the interim meetings in NJB during the Period of evaluation of the schemes.

The evaluation of the schemes must cover the progress of implementation till March 2019 and the draft report submitted by 20th November 2019. The final report should be submitted within 15 days from the date of the approval of draft report which will be considered and approved by NJB.

7. **Security Deposit**

The selected Agency must deposit security amount (being 10% of the approved amount for evaluation) in the form of Demand Draft drawn in favour of National Jute Board which will be refunded to the Agency without interest after submission and acceptance of final report and while releasing final payment.

8. **Mode of payment**

The payment will be made as per the following schedule:

- i. On submission & acceptance of the Inception Report - 20% of the total approved amount

(List of experts, Approach paper incorporating comprehensive scheme-wise detailed evaluation criteria and Methodology keeping in view the 'Template as given at Annexure II).

- ii. On submission & acceptance of the Draft Report - 20% of the total approved amount.

- iii. On submission & acceptance of the Final Report - 60% of the total approved amount.

9. **Terms and Conditions**

National Jute Board reserves the right, without any obligation or liability, to accept or reject any or all the EOIs at any stage of the process, to cancel or modify the process or any part thereof, or to modify any of the terms and conditions at any time, without assigning any reasons whatsoever. Selection will be based on the technical credential of the applicant institution as well as the rationality of the proposed financial budget. Lower financial budget may not necessarily attract the selection. Responses received after the stipulated time period or not in accordance with the specified format will be summarily rejected. Submission of the bid along with necessary documents at the given address will be the sole responsibility of the responding Agency. The responding Agency shall bear all costs associated with the preparation and submission of the proposal. National Jute Board will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation. The proposal shall remain valid for 90 days from the date of submission or acceptance of the proposal, whichever is earlier. No data collected during this project work can be published or utilized in other work without prior approval of the National JuteBoard.

10. **Submission & Evaluation of Proposals**

The Interested Agencies will submit bid in an Envelope clearly superscribing: "Proposal for Evaluation of NJB Schemes"

The main Envelope should contain following three sealed covers:

- (a) Qualification, Credentials & Earnest Money Deposit clearly superscribed "Packet A"
- (b) Technical bid clearly superscribed "Packet B" and
- (c) Financial bid clearly superscribed "Packet C".

Note : All the documents submitted in the packets should be given page number and signed by the authorized representative of the Agency.

(i) **The Packet 'A' should contain -**

- (a) Details of the Bidder, Contact Address [with proof of address], email, phone, Fax, Authorised Contact person [Name, Photograph, Photo Id Proof] for thisEvaluation.
- (b) Documents in support of the eligibility criteria for thisbid.
- (c) EMD in the form of Demand Draft drawn in favour of National Jute Board for an

amount of Rs.10,000/-. Bids not supported with EMD shall be summarily rejected.

(d) Copies of PAN Card, GST Registration, PF/ESI Registration, etc.

(ii) **The Technical Bid (Packet 'B') should contain -**

Technical Proposal:

Technical bids of eligible bidders (as mentioned in – Packet A) will only be opened.

Following sets of documents need to be submitted under Technical Proposal

A. About the project

1. Detailed Evaluation criteria and methodology to be followed for conducting the assignment.
2. Stepwise time-plan for executing the assignment.
3. Deliverables.
4. Photograph & CV of the proposed Chief coordinator, Key Personnel & other professionals engaged exclusively for the project duly certified by the Agency
5. An analysis of reasons and obstacles in case, the Evaluation outcomes have not been satisfactory.

B. About the Agency / Organisation :

1. Brief Profile of the Organization.
2. Experience of conducting similar studies for Govt./Public Sector/International Bodies, Copies of Work order, Certificate of completion etc –These are subject to verification.
3. Experience of conducting study in Jute and/or Textiles sector and their outcomes, sample base and size on study undertaken.
4. Unabridged Annual Reports or audited financial accounts for the last 3 years.

Note : Any document, during scrutiny, if found to be false / incorrect, shall be seriously viewed and the Agency will be debarred / black listed from participation in any NJB's future tender process for the next 5 years and Earnest Money shall be forfeited.

Technical bids shall also contain related information / Documents in support of the Technical Criteria specified as below:

Sl. No.	Heading	Description	Criteria for point allotment	Points Allotted
1	Firm's Experience	a. Years of Existence	<3 year = 3 to 10 year = >10 year =	
		b. Proven and demonstrable experience, expertise and resources in providing consultancy in similar projects	Average turnover in similar projects during last 3 years <1.5 Crores = 1.5-5.00 Crores = >5 Crores =	
		c. Turnover of the company	Average turnover during last 3 years <5 Crores = = 5-10 Crores = >10 Crores =	
		Sub-total		15
2	Experience of Key Personnel	a. Qualification & Experience of the Project Coordinator		10
		b. Qualification & Experience of Key Professional Staff for the assignment		15
		Sub-total		25
3	Project Methodology & Approach	a. Technical Approach & Methodology	Subjective. Criteria is adequacy of the proposed methodology and work plan w.r.t. Terms of Reference	
		b. Work Plan & Schedule		
		c. Organisation & Staffing		
		Sub-total		30
Grand Total				70

NB. The copies of the credentials of the Agency, work orders/ certificates from previous employers and the CVs of the proposed team members should be submitted along with the bid.

Maximum Marks: 70

Minimum Qualifying Marks for the Technical Bids: 40.

(iii) The Financial Bid (Packet C) should contain-

The financial bid should quote the professional fee and expenses as detailed below:

		Rs.
1.	Total fees and expenses* for evaluation of specified schemes of NJB	
2.	Plus taxes	
	Total	
	(Rupees.....)	

* 'Expenses' include all expenditure for domestic travel, board & lodging, communication, out of pocket expenses, etc.

Financial bids of those who are found qualified in technical bid, will only be opened. Financial bids of those bidders who did not qualify in Technical bid, will not be opened.

Full marks: **30 Marks**. Bidder with the lowest quote will get the full marks. The marks of the higher quote will be awarded inversely proportionate marks to their offers in the given formula: (Lowest financial quote / Agency's financial quote) x 30.

The combined final score would be worked out as under:-

$$\text{Final Score} = [S(t)] + [S(f)]$$

$$S(t) = \text{Technical Score}$$

$$S(f) = \text{Financial Score}$$

9. Evaluation of the Bid

NJB will constitute Bid Opening Committee and Technical Evaluation Committee. On the recommendation of the committee, NJB may request the bidders for a Technical Presentation.

After the evaluation of Eligibility criteria and Technical competence, NJB will intimate the Agencies whose proposals did not meet the minimum qualifying mark indicating that their financial proposals will not be opened.

NJB will simultaneously intimate those Agencies those have secured the minimum qualifying mark, and Indicate the date and time set for opening the financial proposals. The Financial bids will be opened in the presence of representatives of the Agencies.

The names of the Agencies and the offered prices will be read aloud and recorded when the financial bids are opened, and a copy of this record will be retained.

Marks obtained in both Technical and Financial bids will be added for preparation of a list of panel. The Bidder who secured highest score will be considered as L1 and soon.

Agency considered as L1 would be awarded the assignment subject to approval of competent authority.

10. **Last date for submission and opening of Bid:**

The last date of submission of the bids: 3.00 PM on 16.09.2019 in the NJB Office. Bids will be opened on 16.09.2019 at 3.30 PM in the address given below:

National Jute Board
3A&B, Park Plaza, 71 Park Street,
Kolkata - 700 016
Ph. : 91 33 2226-3438/2217-2107
Fax : 91 33 2217-2456
Email : jute@njbindia.in
Website : www.jute.com

11. **OTHER TERMS AND CONDITIONS:**

- Confidentiality of the data provided by the National Jute Board and various other government agencies to the selected Agency should be maintained.
- The report will be the sole property of the National Jute Board; any portion or part of the report should not be produced / published or sold to others.
- The report would be treated as final only after its approval by National Jute Board.
- All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the National Jute Board.
- Governing Law and Jurisdiction: This agreement shall be governed by the laws in India.
- Agency may be called for presentation if required, during the preparation of evaluation and on submission of final report.

12. **FORCE MAJEURE:**

On selection of the Agency and assignment of the work order by NJB, the Agency has to strictly adhere to the TOR, scope, objectives, time schedule of the project. In case of non-compliance, NJB has right to take the decision ex parte to cancel the assignment and under penalty clause, forfeit the Earnest Money / Security deposit amount deposited in NJB.

13. **AGREEMENT CANCELLATION:**

In the event of Agency not commencing the work within 10 working days after the date of assignment, the agreement shall stand cancelled and the Agency shall refund the advance payments if any, within 10 days along with a penal interest to be decided by the Secretary, NJB.

A pre-bid meeting will be held on Monday 26rd August, 2019 in the Office of the National Jute Board, 3A Park Plaza, 71 Park Street, Kolkata at 12.00 Noon. Kindly note that participation in the pre-bid is not a pre-condition for participation in the bid.
