



M/s. ADITYA GLOBAL BUSINESS INCUBATOR

(Implementing Agency – Kadiyapulanka Coir Cluster)

East Godavari District, Office: Surampalem,
Andhra Pradesh 533437,

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**Scheme of Fund for Regeneration of Traditional Industries (SFURTI)
TENDER NOTICE**

N.I.T No. 10/Kadiyapulanka/2022

Date: 17.09.2022

**Appointment of Service Provider for
Market Research to Assess Demand for Coir Products in Domestic &
Export Markets and Identification of Markets**

Date & Time of Release of Tender	17.09.2022, 10.00 AM
Pre-Bid meeting	29.09.2022, 11.30 AM
Last Date & Time for Submission of Bid	10.10.2022, 05.00 PM
Date & Time of Opening of Technical Bid	11.10.2022, 11.30 AM

National Institute for Micro, Small & Medium Enterprises (ni-msme)

Technical Agency for Kadiyapulanka Coir Cluster

1. PREAMBLE:

Ministry of MSME, Government of India has formulated “**Scheme of Fund for Regeneration of Traditional Industries (SFURTI)**”, for the development of Village industries and Coir clusters in order to organize the traditional industries and artisans for their growth and long term sustainability. **Coir Board** is the Nodal Agency for the development of coir clusters under the scheme, undertakes the role of programme fund management, in addition to monitoring and evaluation of project implementation.

The scheme specifies the following institutional arrangement at the operational level:

- a Special Purpose Vehicle (SPV) be formed to develop and manage the cluster
- an Implementing Agency (IA) is appointed to undertake scheme implementation
- a Technical Agency (TA) is designated to assist and guide the scheme implementation

Kadiyapulanka Coir Cluster is approved under the scheme. M/s. Gowthami Coir Cluster Society, having administrative office D.NO: 31-2B, Choppella Village, AlamuruMandal, East Godavari District – 533234 at is the Special Purpose Vehicle (SPV) of the Cluster. M/s. Aditya Global Business Incubator is the Implementing agency of the cluster and M/s. National Institute of Micro, Small and Medium Enterprises is the designated Technical agency for the cluster.

The scheme envisages establishment of upgraded production infrastructure, as the Common Facility Center (CFC), for the manufacturing of coir products and stipulates the building construction and machinery procurement for the establishment of CFC should adhere the General Financial Rules (GFR) of Government of India. Accordingly, the tender procedures are being undertaken for the procurement of Consultancy Services.

M/s.Gowthami Coir Cluster Society, the Special Purpose Vehicle (SPV) of Kadiyapulanka Coir Cluster, having the administrative office at D.NO : 31-2B, Choppella Village, AlamuruMandal , East Godavari District - 533234 is establishing a Common Facility Centre (CFC) in (D.NO : 31-2B , Choppella Village, AlamuruMandal, East Godavari District – 533234), with the financial assistance from Government of India under SFURTI.

In this context, on behalf of SPV, M/s. Aditya Global Business Incubator, the Implementing Agency (IA) of Kadiyapulanka Coir Cluster having administrative office at Surampalem, Andhra Pradesh 533437, invites sealed tenders from **Market research, Market Intelligence & Statistical Analysis Domain** in “**Two Cover System**” to **undertake Market Research in Coir Products & Identification of Markets for Kadiyapulanka Coir Cluster through transparent bidding process.**

The Tender notification has been published fixing the date of opening of tender as 11.10.2022 at 11.30 AM.

2. SCOPE OF WORK:

The successful tenderer should undertake Market Research to Assess Demand for Coir Products of Kadiyapulanka Cluster in Domestic & Export Markets and Identification of Markets. It includes

- Study on Market Demand (Domestic & International) for Coir Products (Coir Fibre, 2ply yarn, Geo-Textile and Pith Block)
- Existing Market Scenario for Coir Products
- Export Market Opportunities
- Identification of Domestic and Export Market

The tenderer has to submit soft copy of draft report and 5 hard copies as well as soft copy of final report.

3. ELIGIBILITY CRITERIA

S.No	Basic Requirement	Eligibility Criteria	Document Proof
1	Average Annual Income	Should have average turnover of more than Rs. 10.00 lakhs for last 3 (three) financial years (ending with FY 2021-22) from market research, market intelligence & statistical analysis domain.	Audited Balance sheet and Profit & Loss and Certificate from the statutory auditor or Chartered Accountant
2	Work experience	Performed 3 nationwide market research/ Statistical projects	Completion certificate and Work Order issued by the client
3	Manpower Strength	Should have at least 5 persons on the payroll of the firm having experience in market research & survey	A self-declaration of the authorised representative of the firm
4	Legal Entity	<ul style="list-style-type: none">• Bidder may be a Company, Partnership Firm or Sole Proprietorship Firm or Society.• The bidder should have existence in India for last Three (3) years by the end of 31st March 2022.• The bidder should be into the business of market research/ market intelligence services for the last Three (3) years at the end by 31st March, 2022.	<ul style="list-style-type: none">• Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration• Certificate from Statutory auditor / Chartered Accountant for existence of firm for last five years along with last three years balance sheet.• Certificate from Statutory auditor / Chartered Accountant for Solvency declaration
5	Other legal documents	<ul style="list-style-type: none">• Trade License• GST Certificate• Income Tax Returns• Copy of PAN• Articles of Association/ Company Registration	Copy of the valid documents

S.No	Basic Requirement	Eligibility Criteria	Document Proof
		(depending on company/society type)	
6	Blacklisting	The responding firm must not be blacklisted by any State/ Central Government entity for breach of ethical conduct or fraudulent practices.	A self-declaration that the bidder has not been blacklisted is to be submitted. In case it is found after issuing Work Order that the concerned organization is blacklisted, the work order will be cancelled.
7	Power of Attorney	The bidder shall submit the Power of Attorney of Authorization for signing the bid in Rs.100.00 Non-Judicial Stamp Paper.	Scanned copy of Power of Attorney
8	Submission of EMD	The Bidder shall pay EMD of Rs. 15,000 (Rupees Fifteen Thousand only) through net banking or through RTGS/NEFT/DD (Aditya Global Business Incubator”, A/C No: 39659386688 , IFSC code:SBIN0020546 Branch Name: Chemudulanka)	Submit payment details. Bidder should submit valid document for exemption of EMD

4. PRE-BID MEETING:

There will be a pre-bid meeting on 29.09.2022 at 11.30 AM in the office of D.No: 31-2B, Choppella Village, AlamaruMandal, East Godavari District – 533 234 during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach IA at least two days prior to the pre-bid meeting date, which would be promptly addressed in the meeting. The tenderers are advised to check www.coirboard.gov.in for up-to-date information like change in date / venue etc., of pre-bid meeting as IA may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification. If any bidders interested to join in Pre-Bid Meeting through Video Conference on the same date, for which the bidders are requested to mail their Email-Id and whatsapp/phone number to the mail Id of the IA (iacoircluster@gmail.com/9652022531) before 28.09.2022.

5. SUBMISSION OF TENDER IN TWO COVER SYSTEM:

(a) The tenderer should submit the Tender in two cover system.

i. Part I will cover technical bid and

ii. Part II will cover price bid

(b) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.

(c) Tenderers should ensure submission of all supporting documents.

6. SECURITY DEPOSIT:

(a) On receipt of the Letter of Award from IA, the successful tenderer should remit a Security Deposit (SD) of 3% of the value of the contract in the form of Account payee Demand Draft from any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of one year in favour of “Aditya Global Business Incubator”, payable at SBI Chemudulanka, within 10 (Ten) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit.

(b) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.

(c) Security Deposit amount remitted will not earn any interest.

7. AGREEMENT:

The successful tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the tenderer will be forfeited besides cancelling the Tender.

8. EVALUATION OF BIDS:

The evaluation will involve validating the documents submitted in the prescribed format. Documents without valid proof will be invalid and will not be considered for eligibility. Implementing Agency reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the bidders thereof. Only those bidders meeting the eligibility criteria will be considered for further stages of evaluation.

The procurement committee constituted by the Implementing Agency evaluate Technical Bids and bidders whose score a minimum of 70 marks in the Technical evaluation shall be eligible for Commercial Bid Evaluation. However, the lowest quoted bidder will be selected for undertaking the Study.

9. ISSUE OF WORK ORDER:

After payment of Security Deposit and successful execution of the agreement, workorder will be released within 10 days by the IA. The successful bidder should complete the work assigned within stipulated time from the date of receipt of workorder.

10. TIME SCHEDULE:

- a) Submission of draft report & presentation within 60 days from the date of issue of work order. Delay beyond this period will attract penalty up to 5% of Contract Value.
- b) Submission of final report within 10 days duly incorporating comments given on draft report.

11. PAYMENT TERMS:

- a) 25% of contract value will be released after submission of inception report
- b) 50% of contract value will be released after submission draft report and presentation
- c) 25% of contract value along with Security Deposit will be released after submission of final report

12. ARBITRATION:

- (a) In case of any dispute in the tender, including interpretation, if any, on the clauses of the tender or the agreement to be executed, the matter shall be referred by IA / Tenderer to an Arbitrator to be appointed by the Parties hereto by mutual agreement. If no such Arbitrator could be appointed by mutual consent, the matter may then be referred to the Chairman, Coir Board for nominating an Arbitrator, the Arbitration proceedings being governed by the Arbitration and Conciliation (Amendment) Act 2015.
- (b) The venue of the Arbitration shall be at the Regional Office Coir Board, Main Rd, AC Gardens, Rajahmundry, Andhra Pradesh-533101. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the court at East Godavari only

13. JURISDICTION OF THE COURT:

Any dispute arising out of non-fulfilment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in East Godavari only.

TECHNICAL BID

Name of the Tenderer	
Registered Office Address	Telephone Number: Fax : Email : Website, if any
Contact Person	Name: Designation: Phone: Mobile: Email:
PAN Number	
GST Registration Number	
Date of Incorporation	
Legal Status	Proprietorship/partnership/PvtLimited/Public Limited/Society/ Others(Attach Registered document)
Brief profile of the tenderer	(Attach separate Sheet)
Turnover 2021-22 2020-21 2019-20	(Attach Audited Balance sheet and Profit & Loss and Certificate from the statutory auditor or Chartered Accountant certified by chartered accountant)
Work experience	(Attach Completion certificates and Work Orders issued by the client)
Approach & Methodology	<ul style="list-style-type: none"> • Understanding of the scope of work • Approach to study, Sampling & Methodology • Value proposition • Adherence to timelines • Work Plan (Attach separate Sheet)
Proposed Study Team	<ul style="list-style-type: none"> • Team Leader • Field Investigators • Data Analysts • Other support members (Attach separate Sheet)
Please enclose all other legal/statutory documents and self-declaration stating not blacklisted by any State/ Union Government Department/ Ministry	

SIGNATURE OF THE TENDERER

(With seal and address)

COMMERCIAL BID

S.No	Description of work	Price Quote (in Rs.)
1	Total cost to undertake Study and Assess Demand for Coir Products in Domestic & Export Markets and Identification of Markets	
	GST	
	Grand Total	

(Rupees _____ Only)

Signature Tenderer