



Central Cottage Industries Corporation of India Ltd.
(A Govt. of India Undertaking)
Jawahar Vyapar Bhawan,
Janpath
New Delhi - 110 001.

Tender for

**Appointment of
AUTHOR**

**FOR RESEARCH, DOCUMENTATION, WRITING,
PHOTOGRAPHY, DESIGN AND COMPUTER SETTING
OF ILLUSTRATED BOOK ON INDIA FOLK / TRIBAL
ARTS, CRAFTS AND ARTISTS.**

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

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Letter of Invitation

Ref. No. CCIC/Tender/2017/___

Dated 15.01.2017

Dear Sir / Madam,

1. Central Cottage Industries Corporation of India Ltd. (CCIC) wishes to get an ILLUSTRATED BOOK ON INDIA FOLK / TRIBAL ARTS, CRAFTS AND ARTISTS authored by a leading author(s) and get it printed and published by leading printing and Publishing Agency.

2. CCIC invites offers from leading authors for research, documentation, writing, photography, design and computer setting of the ILLUSTRATED BOOK ON INDIA FOLK / TRIBAL ARTS, CRAFTS AND ARTISTS.

Details of the work are provided in the Terms of Reference in the RFP document.

3. The Author(s) will be selected under two bid system and procedures described in this RFP.

4. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to bidders (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

5. The bids shall be opened after half an hour of closing time of submission of bid specified in data sheet in the presence of bidders by the appointed evaluation committee.

For downloading the Tender form please log on to www.thecottage.in

Yours sincerely,

Section 2

Instructions to Author(s)

Part I

1. Definitions

(a) "Employer" means the Central cottage Industries Corporation of India Ltd. who have invited the bids for printing and publishing of the illustrated book and with which the selected Author(s) / firm signs the Contract for the Services and to which the selected Author(s) shall provide services as per the terms and conditions and TOR of the contract.

(b) "Author(s)" means any entity or person or associations of person who has the capabilities to provide the Services to the Employer under the Contract.

(c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.

(d) "Project specific information" means such part of the Instructions to Author(s) used to reflect specific project and assignment conditions.

(e) "Day" means calendar day.

(f) "Instructions to Author(s)" (Section 2 of the RFP) means the document which provides all information needed to prepare their proposals.

(g) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Employer to the Author(s).

(h) "Personnel" means professionals and support staff of the Author(s) assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided have their domicile outside India; "Domestic Personnel" means such professionals and support staff who at the time of being so provided had their domicile in India.

(i) "Proposal" means the Technical Proposal and the Financial Proposal.

(j) "RFP" means the Request For Proposal prepared by the Employer for the selection of Author(s),

(k) "Assignment / job" means the work to be performed by the Author(s) pursuant to the Contract.

(l) "Sub-Consultant" means any person or entity with whom the Author(s) subcontracts any part of the Assignment / job.

(m) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 Which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant and expected results and deliverables of the Assignment/job.

2. Introduction

2.1 The Employer named in the Part II Data Sheet will select an Author(s) in accordance with the method of selection specified in the Part II Data Sheet.

2.2 The name of the assignment /Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment / job has been described in the Terms of Reference in Section 5.

2.3 The date, time and address for submission of the proposals have been given in Part II Data Sheet.

2.4 The Author(s) is invited to submit its Proposal for Assignment / job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Author(s).

2.5 Author(s) should familiarize themselves with Local conditions and take them into account in preparing their Proposals.

2.6 The Employer will provide at no cost to the Author(s) the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment/job, and make available relevant project data and reports.

2.7 Author(s) shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Author(s).

3. Eligibility of Association of Author(s)

3.1 If the Author(s) had formed an association, each member of the association of consultant shall be evaluated as per the qualification/ eligibility criteria set forth in Part II data Sheet. The combined score of the each member of the association of consultant shall be taken into account for evaluation purpose. If any member of the association of consultants is dropped at the RFP stage, such a association of consultant is liable to be

rejected by the Employer. However, the Employer, at its sole discretion, may decide to evaluate for short listing such association of consultant without considering the strength of the dropped member and if found eligible, may allow such association of consultant to submit their proposal.

3.2 An author may associate with consultants and /or individual expert at the time of submission of proposal with. Under such circumstances each member of the association of consultant shall be evaluated as per the qualification/ eligibility criteria set forth in Part II data Sheet. The combined score of the each member of the association of consultant shall be taken into account for evaluation purpose. However, the lead member of the association of the consultant shall be the consultant who has been short-listed by the Employer and employer shall deal with only the lead member for the purpose of this assignment. Although the contract shall be signed by all the members of the associations of the consultants, the lead member of the association of the consultant shall be responsible and liable to the Employer for every aspects of their proposal, contract etc.

4. Clarification and Amendment of RFP Documents

4.1 Bidders may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II Data Sheet. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all bidders. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 4.2 below.

4.2 At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means i.e. CCIC's website. To give bidders reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

5. Conflict of Interest

5.1 Employer requires that author(s) provide professional, objective, and impartial service / advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment / jobs or their own corporate interests and act without any consideration for future work.

5.2 Without limitation on the generality of the foregoing, Author(s) and any of their affiliates shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities : (i) A firm that has been engaged by the Employer to provide goods, works or Assignment / job other than consulting Assignment / job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment / job related to those goods, works or Assignment / job. Conversely, a firm hired to provide consulting Assignment / job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment / job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment / job for such preparation or implementation. For the purpose of this paragraph, Assignment / job other than consulting Assignment / job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography and satellite imagery.

Conflicting Assignment / job ; (ii) A firm (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment / job that, by its nature, may be in conflict with another Assignment / job of the Consultant to be executed for the same or for another Employer.

Conflicting relationships (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment / job, (ii) the selection process for such Assignment / job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

5.3 Author(s) has / have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Author(s) during bidding process or the termination of its Contract during execution of assignment.

5.4 No Author(s) or current employees of the Employer shall work as Author(s) under their own ministries, departments or Author(s).

6. Unfair Advantage

6.1 If an author(s) could derive a competitive advantage from having provided consulting Assignment / job related to the Assignment / job in question and which is not defined as conflict of interest as per para 5 above, the Employer shall make available to all short-listed Author(s) together with this RFP all information that would in that respect give such Author(s) any competitive advantage over competing Author(s).

7. Proposal

Author(s) may only submit one proposal. If an Author(s) submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Author, including individual experts, to more than one proposal.

8. Proposal Validity

The Part II Data Sheet to consultant indicates how long Author(s) Proposals must remain valid after the submission date. During this period, Author(s) shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise, however, the Employer may request Author(s) to extend the validity period of their proposals. Author(s) who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Author(s) could submit new staff in replacement, who would be considered in the final evaluation for contract award. Author(s) who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance the Employer shall not consider such proposal for further evaluation.

9. Preparation of Proposals

9.1 The Proposal as well as all related correspondence exchanged by the Author(s) and the Employer shall be written in English language, unless specified otherwise.

9.2 In preparing their Proposal, Author(s) are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

9.3 While preparing the Technical Proposal, Author(s) must give particular attention to the following:

(a) If an Author(s) considers that it may enhance its expertise for the Assignment / job by associating with other Author(s) in sub-consultancy, it may associate with an associate Author(s).

(b) The estimated number of Professional staff-months for the Assignment / job is as shown in the Part II Data sheet. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Author(s). While making the proposal, the Author(s) must ensure that he proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.

(c) Alternative professional staff shall not be proposed and only one curriculum vitae (CV) may be submitted for each position mentioned.

9.4 Depending on the nature of the Assignment / job, Author(s) are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Form Tech – I in Section-III is a sample letter of technical proposal which is to be submitted alongwith the Technical Proposal.

(a) (i) A brief description of the Author(s) and in the case of a consortium/ joint venture, of each partner, will be provided in Form Tech-2. In the same Form, the Author(s) and in the case of a consortium/ joint venture, each partner will provide details of experience of assignments which are similar to the proposed assignment/ job as per the terms of reference. For each Assignment / job, the outline should indicate the names of Sub-Consultants / Professional staff who participated, duration of the Assignment / job, contract amount, and Author(s) involvement. Information should be provided only for those Assignment / jobs for which the Author(s) was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignment / jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Author(s) or that of the Author(s)'s associates, but can be claimed by the Professional staff themselves in their CVs. Author(s) should be prepared to substantiate the claimed experience alongwith the proposal and must submit letter of award / copy of contract for all the assignments mentioned in the proposal.

(b) (i) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment / job; and on requirements for counterpart staff and facilities including: administrative support, office space, Domestic transportation, equipment, data, etc. to be provided by the Employer (Form TECH-3 of Section 3).

(c) (i) A description of the approach, methodology and work plan for performing the Assignment / job covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The

work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.

(d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member and their tasks is to be provided in Form TECH-5 of Section 3.

(e) Estimates of the staff input needed to carry out the Assignment/job needs to be given in Form TECH-7 of Section 3. The staff-months input should be indicated separately for each location where the Consultants have to work and / or provide their key staff.

(f) CVs of the Professional staff as mentioned in para 9.4 (d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).

(g) A detailed description of the proposed methodology and staffing for training needs to be given, if the Part II Data sheet specifies training as a specific component of the Assignment/job.

9.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

9.6 Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the Assignment/job, including (a) remuneration for staff and (b) reimbursable expenses indicated in the Part II Data sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign (if applicable) and domestic expenditures. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

10. Taxes

The Author(s) shall fully familiarize themselves about the applicable Domestic taxes (such as: value added or sales tax, service tax or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes must be included by the consultant in the financial proposal.

11. Currency

Author(s) shall express the price of their Assignment / job in Indian Rupees. [In case of assignment where payment in foreign currency are allowed to be made, the consultants are free to make their quote in any foreign currency. The employer shall mention the provision regarding conversion of such foreign currency to Indian Rupees.

12 Earnest Money Deposit (EMD)

12.1 Earnest Money Deposit

I. An EMD of Rs. 20,000/- in the form of Demand Draft drawn in favour of the CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD. and payable at New Delhi, must be submitted along with the Proposal.

II. Proposals not accompanied by EMD shall be rejected as non-responsive.

III. No interest shall be payable by the Employer for the sum deposited as Earnest Money Deposit.

IV. No bank guarantee will be accepted in lieu of the Earnest Money Deposit.

V. The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

12.2 The EMD shall be forfeited by the Employer in the following events:

I. If Proposal is withdrawn during the validity period or any extension agreed by the Author(s) thereof.

II. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.

III. If the Author(s) tries to influence the evaluation process.

IV. If the First ranked Author(s) withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

13 Bid Processing Fees

Author(s) are NOT required to pay any Bid Processing Fee.

14. Submission, Receipt, and Opening of Proposal

14.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Author(s) themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

14.2 Author(s) or an authorized representative of the Author(s) shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

14.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job. The envelopes containing the Technical Proposals, Financial Proposals, EMD and bid processing fees shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]". The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

14.4 The Proposals must be sent to the address/addresses indicated in the Data sheet and received by the Employer no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

15. Proposal Evaluation

15.1 From the time the Proposals are opened to the time the Contract is awarded, the Author(s) should not contact the Employer on any matter related to its Technical and / or Financial Proposal. Any effort by Author(s) to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Author(s)'s Proposal.

15.2 The employer has constituted a Selection Committee (SC) which will carry out the entire evaluation process.

15.3 Evaluation of Technical Proposals:

SC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

15.4 The SC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for

responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain **unopened**. The qualification of the Author(s) and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.

15.5 Public opening & evaluation of the Financial Proposals:

Financial proposals of only those Author(s) who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Author(s) representatives who choose to attend. The name of the Author(s)s, their technical score (if required) and their financial proposal shall be read aloud.

15.6 The SC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.

15.7 After opening of financial proposals, the selection method specified in Data sheet shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract.

16. Negotiations

16.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. Representatives conducting negotiations on behalf of the Author(s) must have written authority to negotiate and conclude a Contract.

16.2 Technical negotiations: Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Employer and the Author(s) will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Assignment/job". Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment/job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Author(s).

16.3 Financial negotiations: After the technical negotiations are over, financial negotiations could be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Author(s) will provide the Employer with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal of this RFP.

16.4 Availability of Professional staff/experts: Having selected the Author(s) on the basis of, among other things, an evaluation of proposed Professional staff, the Employer expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Employer will require assurances that the Professional staff will be actually available. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organisation. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Author(s) may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Author(s) within the period of time specified in the letter of invitation to negotiate.

16.5 Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Author(s) will initial the agreed Contract. If negotiations fail, the employer will reject all the proposals received and invite fresh proposals.

17. Award of Contract

17.1 After completing negotiations the Employer shall issue a Letter of Intent to the selected Author(s) and promptly notify all other Author(s)s who have submitted proposals about the decision taken.

17.2 The Selected Author(s) will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract in Section-6, within 10 days of issuance of the letter of intent.

17.2 The Selected Author(s) is expected to commence the Assignment / job on the date and at the location specified in the Part II Data Sheet.

18. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Author(s) who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Author(s) of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's anti fraud and corruption policy.

INSTRUCTIONS TO CONSULTANT

Part-II

DATA SHEET

Clause No. Ref of ITC Particulars of Data Sheet

1. Name of the Employer: Central Cottage Industries Corporation of India Ltd.
2. Name of the Assignment / job is: Research, documentation, writing, photography, design and computer setting of an ILLUSTRATED BOOK ON INDIA FOLK / TRIBAL ARTS, CRAFTS AND ARTISTS.
3. A pre-proposal meeting will be held: No

4. Last Date & time and address for submission of proposal/ bid:

Date - 07 February, 2017

Time - 3.00 PM

Address - CCIC of India Ltd., Jawahar Vyapar Bhawan,
Janpath,
New Delhi - 110001.

5. The Employer's representative is: General Manager (Comm./Mktg)

Address: CCIC of India Ltd., Jawahar Vyapar Bhawan, Janpath,
New Delhi - 110001

Telephone: 011-23320554 : Telefax: 011-23328354

E-mail: gmmktg@cottageemporium.in

6. The Employer will provide the following inputs and facilities:
All available information already held in physical and electronic form

7. The Employer envisages the need for continuity for downstream work: **No**

8. Proposals must remain valid for : **120 days**

9. 9.1 Clarifications may be requested not later than : **7 days before the bid submission date.**

9.2 **Timelines for submission of report** :120 days from the date of acceptance of contract.

The address for requesting clarifications is: **As stated at 5**

10. 10.1 The machines / hardware required for the Assignment/job is given below:

S.No	Area of Work	Expected range of hardware
1	Book writing	Computers / Laptop Printers Scanners Related software licence
2	Photography	Quality camera and equipment

11. 11.1 The formats of the Technical Proposal to be submitted are:

Form Tech 1 : Letter of Proposal submission

Form Tech 2 : Consultant's organization & experience

Form Tech 3 : Comments & suggestions on TOR

Form Tech 4 : Available infrastructure pre-press equipment & software

Form Tech 5 : Information regarding any conflicting activities and declaration thereof.

12. Author(s) must state the cost in Indian Rupees in financial bid.

13. Author(s) must submit the original of the Technical Proposal and the original of the Financial Proposal.

14. 14.1 Eligibility criteria

The Author(s) must meet the following minimum eligibility criteria

- A. Working experience in the field of arts, crafts and culture (Present or past) at senior level in the field of Arts / Crafts / culture sector (Director level in Central or State Govt., Gen. Manager level in PSU, Vice-President level in Corporate / MNC, NGO having turnover of Rs.1 crore)

OR

Eminent persons in the field of arts, crafts & culture with proven credentials

- B. Presentation of papers / lectures in National / International seminars / workshops / symposiums – Minimum - 5
- C. No. of publications on Indian culture & heritage
Qualifying No. Of publications – 02

Note: The following documents/documentary evidence for technical evaluation should be provided along with the proposal without which the proposal will be considered rejected:

- a. Details of assignment, client, value of assignment, date of award etc. Contract/Work/Engagement orders indicating the details will be appreciated.
- b. Methodology, work plan and understanding of TOR
- c. Details of Key Personnel for the project
- d. Publications of the author.

14.2 Evaluation of proposal

Evaluations will be based on documentary evidence submitted by the consultant and presentation before Selection Committee with respect to evaluation / selection criteria.

Technical Evaluation

The following evaluation criteria shall be used for technical evaluation.

S · N o.	Criteria	Maximum Marks
1.	Working experience in the field of arts, crafts and culture (Present or past) at senior level in the field of Arts / Crafts / culture sector (Director level in Central or State Govt., Gen. Manager level in PSU, Vice-President level in Corporate / MNC, NGO having turnover of Rs.1 crore) OR Eminent persons in the field of arts, crafts & culture with proven credentials	25
2.	No. Of publications on Indian culture & heritage Maximum marks – 25 Minimum marks – 10 Qualifying No. Of publications – 02 (5 marks for each additional publication)	25
3.	Presentation of papers / lectures in National / International seminars / workshops / symposiums – Minimum 5 If yes then 10 marks If no then 0 marks	10
4.	Marks awarded by the committee based on the credentials and previous works of the Author(s)	40
	Total	100

Threshold for short listing Author(s) in technical evaluation will be 70 marks (seventy marks).

Financial evaluation

The financial proposals of only technically shortlisted Author(s) will be opened and will be ranked in terms of their total evaluated cost.

The proposal with the lowest cost (L1) will be considered for award of the contract.

Section 3

Technical Proposal - Standard Forms

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

To
General Manager (Comm./Mktg.),
CCIC of India Ltd.,
Jawahar Vyapar Bhawan,
Janpath,
New Delhi - 110001

Dear Sir,

We, the undersigned, offer to provide the services of research, documentation, writing, photography, design and computer setting of Illustrated Book in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and bid processing fees. We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph 4 of the Part II Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Author(s) Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the consultant has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B - Author(s)'s Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job.

1. Firm's name:
- 1.1 Assignment/job name:
- 1.2 Description of Project
- 1.3 Approx. value of the contract (in Rupees):
- 1.4 Country:
- 1.5 Location within country:
- 1.6 Duration of Assignment/job (months) :
- 1.7 Name of Employer:
- 1.8 Address:
- 1.9 Total No of staff-months of the Assignment/job:
- 1.10 Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
- 1.11 Start date (month/year):
- 1.12 Completion date (month/year):
- 1.13 Name of associated Consultants, if any:
- 1.14 No of professional staff-months provided by associated Consultants:
- 1.15 Name of senior professional staff of your firm involved and functions performed.
- 1.16 Description of actual Assignment/job provided by your staff within the Assignment/job:

Note : Please provide documentary evidence from the client i.e copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH-3

COMMENTS AND SUGGESTIONS ON THE UNDERSTANDING OF TERMS OF REFERENCE :

FORM TECH-4

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN AND TIME SCHEDULE FOR PERFORMING THE ASSIGNMENT / JOB

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. The Author(s) should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) Organization and Staffing. The Author(s) should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Professional Staff

Sr. No.

Name of Staff

Name of Firm

Area of Expertise

Position / Task assigned for this job

FORM TECH-6

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Section 4.

Financial Proposal

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

To
General Manager (Comm./Mktg.),
CCIC of India Ltd.,
Jawahar Vyapar Bhawan,
Janpath,
New Delhi - 110001

Dear Sir,

We, the undersigned, offer to research, documentation, writing, photography, design and computer setting of the Illustrated Book in accordance with your Request for Proposal dated 12.01.2017 and our Technical Proposal. Our attached Financial Proposal is for the sum in figures of Rs.....in words Rs.....

This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM FIN-2

SUMMARY OF COSTS

S. No.	Particulars	Amount in Rupees
1	Charges for research, documentation writing, photography, design and computer setting of the illustrated book on India folk / tribal arts, crafts and artists including travel, boarding, lodging and all other miscellaneous expenses.	
2	Service Tax /	
3.	Any other tax	
3	Total	

Amount in words Rupees _____

Authorized Signature

Name:

Designation

Name of firm:.....

Address:

Date

Section 5

TERMS OF REFERENCE

Part I

1. Background

The Central Cottage Industries Corporation of India Ltd was established in year 1952. It is in the business of retail sales of best of Indian handicrafts and handlooms products through its emporia for providing marketing avenues to craft persons and weavers all across the country.

The corporation operates retail outlets along with providing other services like Interior designing, event management and gifts for government and corporate clients. Popularly known as "Cottage", "CCIC", "CCIE" or "Cottage Emporium", it has its flagship showroom in Delhi and other showrooms in Mumbai, Kolkata, Chennai, and Bengaluru. The emporiums showcase the finest crafts from all over India under one roof ranging from exquisite sculptures, paintings, artefacts, metal ware, woodcraft, pottery, stoneware & marble craft, branded Bankura silver, carpets, furniture, furnishings, home linen, sarees, ready to wear, accessories, jewellery, craft items, herbal products and much more.

The emporium has promoted handicraft and handloom on a multiple front, embracing market research, handpicked selection, design development, impeccable quality, careful variety, fixed prices, imaginative promotions, a basket of auxiliary services like customized corporate gifting, interior designing services, packing/shipping facilities, specialized gift wrapping, ATM, foreign exchange counters etc. Further details about branches, products and services are available on CCIC website.

During its existence of over 64 years, CCIC officials have been visiting various craft centres and interacting with craftsmen, artisans and weavers from all over the country. In order to document its experiences and knowledge, CCIC proposes to publish an illustrated book on Indian Folk / Tribal Arts, Crafts and Artists. CCIC has commissioned well known authors to write the book. The tender is for research, documentation, writing, photography, design and computer setting of printing and publishing the proposed Illustrated Book.

No. Of Pages : 300 pages, Colour Printing, High resolution photographs.

2. Scope of work

Research, documentation, writing, photography, design and computer setting of illustrated book on India folk / tribal arts, crafts and artists including the following:

- a. This publication will document the art and crafts of India the voices, lives and achievements of its artists / artisans. It must include interaction and engagement with artists and their families within their locale and work environment and focus on hitherto unpublished information.
- b. The contents should be based on fresh research findings to throw light on real-life stories, struggles and successes of the unsung heroes and master craftpersons, men and women, behind various craft forms.
- c. It is envisaged that 100 master craftsmen / artists covering about 50 genres that have been preserved over thousands of years, along with incorporating changing patterns in tune with the times, should be featured in the book.
- d. The focus of the book should be the USP “Handmade in India” and it must explore the artisans’ life and work patterns, their skills and traditions, constraints and joy and the need and suggestions for improvement of existing support systems for further improvement through skill development, self help groups, design, marketing and other programs involving government agencies, corporate houses and NGOs.
- e. The book to be richly and suitably illustrated should be so written as to make it widely appealing and accessible for the experts and the layman. It should be of equal interest and engagement as reference tool for craftspeople, professional and organizations working in the domain.

3. Deliverables, timelines and payment terms:

Deliverable: CD / DVD containing the softcopy of the book, 'ready to go to press condition' in all respect in a format usable by the printing agency. AT CCIC SHOWROOM, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI

Timelines : 120 days from the date of acceptance of contract.

Payment Terms:

Stage 1 : 10% On submission and approval concept note by CCIC.

Stage 2 : 15% on submission of texts, visuals and other material and approval by CCIC

Stage 3 : 25% On submission of First Dummy.

Stage 3 : 25 % on submission of Final dummy

Stage 4 : 25% After completion of printing by the Printer and acceptance by CCIC.