

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
(A GOVERNMENT OF INDIA UNDERTAKING)
UNDER MINISTRY OF TEXTILES

E-mail: pers@cottageemporium.in

Website: www.thecottage.in

Phone No.: 011-23311909 / 011-23311964

Ref: TENDER NO.CCIC/Pers/2018/E Tender-PCMM

Date: 19/11/2018

TENDER DOCUMENT

For

Carrying out LEVEL 2.00 Assessment in line with People Capability Maturity Model (PCMM) or Equivalent for Marketing officials of CCIC

ADDRESS TO WHICH TENDER DOCUMENTS ARE TO BE DESPATCHED:

Additional General Manager (HR/Admn.)
Central Cottage Industries Corporation of India Ltd.
Jawahar Vyapar Bhawan
Janpath
New Delhi-110001

LAST DATE OF RECEIPT OF TENDER DOCUMENTS- 10/12/2018–1500 HRS
DATE OF OPENING OF TECHNICAL BIDS- 11/12/2018–1530 HRS

For Central Cottage Industries Corporation of India Ltd.

Navin Kumar Yadav
Additional General Manager (HR/Admn.)

Agencies registered under MSME Act and owned by member of SC/ST are also encouraged to apply

NOTICE INVITING TENDER

1. Sealed tenders are invited under " Two Bid " system for engagement of Assessors by M/s. **CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.(CCIC)** for carrying out level 2.00 Assessment in line with People Capability Maturity Model or equivalent for Marketing officials of CCIC
2. **About CCIC**

Central Cottage Industries Corporation of India Limited (CCIC) is Government of India Undertaking under Ministry of Textiles. CCIC operates retail showrooms in the name and style of Central Cottage Industries Emporium in New Delhi, Kolkata, Bengaluru, Chennai, Secunderabad, Varanasi and Patna.

CCIC retails high quality handicrafts and handlooms products from all over the Country. The handlooms includes, Sarees, shawls, ready-to-wear for men, women, children, accessories, Home furnishing such as table Linen and Bed Spreads, material for dresses and other made ups. Handicrafts products include brassware, marble ware, art objects, lamps, furniture and wooden ware, carpets, pottery and terracotta items.

CCIC showrooms are visited by VVIPs, art lovers, delegates, dignitaries, NRIs and foreign tourists. Many Heads of states and Spouses have visited Central Cottage Industries Emporium during the last few years. A visit to CCIC invariably finds a place in the itinerary of a foreign tourist as this provides an opportunity to witness the rich heritage, tradition and culture of India.

CCIC sources its merchandise directly from artisans, weavers, potters, sculptors and craftspersons. It has a large base of artisans and craftsmen from all over the country. Many of the suppliers are National Awardees, State Awardees and Shilpgurus. This provides a marketing platform for craftspersons of India to market their production for their sustained development.

By virtue of its long experience in handicrafts business spanning over 60 years, CCIC has a brand name and goodwill for quality.

3. (i) Scope of Work

Carrying out level 2.00 Assessment in line with People Capability Maturity Model or equivalent for Marketing officials of CCIC

Background: -

Every year, CCIC enters in to an MOU (Memorandum of Understanding) with its Administrative Ministry, i.e. Ministry of Textiles. Based on achieving the targets as agreed vide the MOU, CCIC is ranked Excellent, Very Good, Good, Fair and Poor.

One of the targets under the MOU for the year 2018-19 is "Assessment in line with People Capability Maturity Model (P-CMM) or equivalent for Marketing officials of

CCIC in the CPSE and placing the matter before the Board for a decision whether to go for up-gradation in the level and if yes, getting approval for the timelines from the Board and if no, justifiable reasons to be recorded in the Board resolution". To achieve this MOU Target, CCIC intends to utilize the services of a 3rd Party to carry out level 2.00 Assessment in line with People Capability Maturity Model or equivalent for Marketing officials of CCIC.

3. (ii)

CCIC has around 100 employees in marketing division. The organization is looking at identifying the skills required for performing the job and designing a development roadmap for the marketing staff.

Scope of work involves the following:

- Design the functional and technical competency framework for the marketing division of CCIC – this would include identification of themes, competencies, their definitions and proficiency levels
- Design an ideal profile for typical marketing roles – what is the ideal proficiency level on the competencies for the critical marketing roles
- Conduct a development center to assess existing marketing staff on the defined competencies and identify the competency gap as compared with the ideal profile
- Design an individual development plan for the marketing staff
- Assessment of training and development process area of PCMM framework.

4. GENERAL TERMS AND CONDITIONS

4. (i) NON TRANSFERABLE TENDER

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Corporation.

4.(ii) NOTWITHSTANDING ANYTHING CONTAINED IN THIS TENDER CCIC RESERVES THE RIGHT TO:-

- a) Cancel or withdraw this tender enquiry at any stage without assigning any reason whatsoever, and no further correspondence shall be entertained in this regard.

- b) Reject or accept any tender offer irrespective of whether it is lowest/ otherwise without assigning any reasons, whatsoever.
- c) CCIC reserves the right to disqualify any tenderer during or after completion of tender process, if it is found that there was a material misrepresentation by any such Applicant or the Applicant fails to provide, within the specified time, supplemental information sought by CCIC
- d) CCIC reserves the right to verify all statements, information and documents submitted by the bidder in response to the tender. Any such verification or lack of such verification by CCIC shall not relieve the bidder of his obligations or liabilities hereunder nor will it affect any rights of CCIC.

4 (iii). QUALIFICATION CRITERIA

- (i) The bidder may be a Government Organization / PSU / PSE / partnership firm / proprietary firm/consultancy firm or a Private Limited Company under Indian Laws.
- (ii) The bidder should be in existence for minimum 3 years.
- (iii) Consortium of multiple entities (having common controlling shareholders or other ownership interest) shall be permitted to bid. The Bidder should have minimum turnover of at least Rs.50.00 lacs per annum in past 3 years,i.e.,2017-18,2016-17,2015-16.
- (iv) An undertaking to the effect that the firm or any of its partner, director, Board Member has not been black listed by any Government /Semi Government Organization/statuary body (**Annexure-II**).
- (v) The bidder should have an established office set up in India.
- (vi) The bidder shall constitute a team of qualified professionals consisting of at least one certified Assessment Team Member for carrying out Assessment of level in line with People-CMM or equivalent.
- (vii) Must have undertaken at least 3 PCMM Appraisal projects during the last 3 years

4 (iv). COMPLETENESS OF TENDER DOCUMENT

- (i) The Bidder is expected to examine all instructions, forms, terms, conditions, and specifications in the Tender document. Failure to furnish any information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender document will be at the Bidder's risk and may result in rejection.
- (ii) All tenders must be absolutely clear and complete failing which the same will not be considered.

- (iii)** All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the bidder. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
- (iv)** Rates quoted by the bidder in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
- (v)** Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words. In case of figures the word Rs. would be written before the figures of rupees and the word Ps. after decimal figures, eg., Rs 2.15 Ps. In case of words, the word Rupees should precede and the word paisa would be written at the end. Unless when the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places. In case of discrepancy in the figures and words the amounts mentioned in words will be taken as final.
- (vi)** The price quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation is not admissible during the period of the contract, towards increase in the rates of the materials and labour or any other charges during the contract period including the extended period if any.
- (vii)** All pages in technical and price bids shall be stamped with the official company seal and duly signed by the authorized signatory
- (viii)** The Technical Bid should be complete to indicate that all products and services asked for are quoted and should give all required information including technical data, design flow chart, technical specifications, data sheet of the quoted products in an organized and neat manner. No documents, brochures, leaflets, etc. should be submitted in loose form.
- (ix)** The prices quoted in the price bid should be without any conditions.
- (x)** The price bid must be filled in completely, without any error, erasures or alterations
- (xi)** Bidder should quote only all-inclusive lump sum price, inclusive of GST, travelling expenses etc.,
- (xii)** The price offer shall be on a fixed price basis, inclusive of all taxes, no price variation should be asked for relating to increase in GST, etc.
- (xiii)** All expenses to be incurred by the bidder during the period of consultancy, viz., study, generation and distribution of response sheets/questionnaires, data collection, interaction, analysis, preparation of reports, presentations, providing suitable number of copies of reports to CCIC , visits to various places, stay, travel, etc., and any other expenditure incidental to their services/ preparation of reports shall be borne by the bidder. No additional compensation/reimbursement shall be paid/done on this account.

- (xiv) It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender. The Bidder must include and complete all parts of the price bid in a clear and accurate manner. Omissions, errors, misrepresentations, or inadequate details in the Bidder's cost proposal will be considered as valid ground for rejection of the Bidder's proposal. Costs that are not clearly identified will be borne by the Bidder.
- (xv) The bids prepared by the bidder and all correspondence and document relating to the bids exchanged by the bidder and the Corporation shall be written in English.

4 (v) Bid Details

The Bidding Process shall be in two parts, viz.
Part- I : Technical Bid
Part- II: Financial Bid

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CCIC invites online bids(E-tender) from reputed agencies / firms for Carrying out level 2.00 Assessment in line with People Capability Maturity Model(PCMM) or Equivalent for Marketing officials of CCIC.

Interested agencies/firms/ may submit their bids online using e-procurement portal of NIC (eprocure.gov.in) in the prescribed formats along with all necessary documents and information requested herein.

The bids may be submitted latest **by 3.00 PM on 10/12/2018**.

All the relevant details are also available on websites: www.thecottage.in. Any changes/modifications/corrigendum in connection with this RFQ will be intimated through the said website. Prospective bidders are therefore requested to visit above mentioned website regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

- i. Bids shall be received only electronically through the e-procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.

The bidders are required to upload soft copies of the following:

- Technical & Financial Bid (prepared on Company's Letter head).
- Copy of PAN No., TIN No. & GST No.
- Valid Registration certificate

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

4(vi). CLARIFICATION OF OFFER

The bidders/prospective bidders may seek clarification on matters relevant to the tender through email. All such email should be addressed to the contact person Shri Navin Kumar Yadav Additional General Manager (HR/Admn.). While all attempts will be made to provide clarification to the bidder, the Corporation, reserves, its right to respond or not to respond to any email received from the bidder. To assist in the scrutiny, evaluation and comparison of offer, the Corporation may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarification and the response shall be in writing or by mail. To speed up the response process, the Corporation, at its discretion, may ask for any technical clarification to be submitted by means of fax/email by the Bidder. In such cases, original copy of the document describing the technical clarification must be sent to CCIC by means of courier / in person in addition to the copy sent in fax/ email.

4(vii). SHORT LISTING OF TECHNICALLY QUALIFIED BIDDERS

The Technical Evaluation Committee will shortlist technically qualifying Bidders and Price bids of such Bidders will only be opened. The Tender Committee will determine whether the price bids are complete, correct and free from any computational errors and indicating correct prices in local currency (Indian Rupee).

4(viii). AWARD CRITERIA

(i) Contract will be awarded to the Bidder, who's quoted as lowest price and fulfil the minimum eligibility criteria as mentioned in Clause 4(iii). In case of a tie. CCIC reserves the right to take appropriate decisions in such case and it shall not be binding on CCIC to award the contract.

5. EARNEST MONEY DEPOSIT (EMD):

(i) All Bidders are requested to furnish an EMD of Rs.12,000/- (Rupees Twelve Thousand only) online through e-procurement portal as per bank details mentioned below:

Name of Account holder: **Central Cottage Industries Corporation of India Ltd.**

Account Number: 10185775245

IFSC Code: SBIN0001639

MICR Code: 110002017

Bank Name: State Bank of India

Branch: Chanderlok Building, Janpath, New Delhi

- (ii) The Earnest Money Deposit shall be forfeited by CCIC of India Ltd. in the following events:
- If the Bid is withdrawn during the validity period or any extension thereof duly agreed by the Bidder.
 - If Bid is varied or modified in a manner not acceptable to CCIC of India Ltd. during the validity period or any extension of the validity duly agreed by the Bidder.
 - The EMD of unsuccessful bidder will be refunded without interest within a period of 60 days of award of work order on shortlisted bidder. The EMD of the selected bidder will be refunded without interest post receipt of the performance security at the time of execution of the contract

(The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience and EMD under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.)

6. PERFORMANCE GUARANTEE:

- (i) Bidder shall submit to CCIC of India Ltd. an unconditional, irrevocable and within 15 days of issue of LOI, Performance bank guarantee from any first class nationalized listed bank.
- (ii) The value of the bank guarantee towards security deposit for the due performance of the Contract shall be 5% of the successful bid value.
- (iii) The Performance Guarantee shall be valid for a period of (contractual delivery period + 6 months). The format of bank guarantee is at **Annexure VI**. All expenses incurred in obtaining of such guarantee shall be borne by the bidder.
- (iv) In case of extension of completion period, bidder shall be required to extend the Bank Guarantee for period of 6 months as per contractual requirements

7. OTHER TERMS AND CONDITIONS:

- (i) Conditional tenders and additional conditions of the bidder will not be considered.
- (ii) In the event of any breach of contract on the part of the bidder, the Corporation reserves the right to cancel the contract and get the balance work executed by some other sources at the risk and cost of the bidder. The work will be commenced and completed as per the time schedule mentioned in the work order.
- (iii) If as a result of any post audit, any amount is found to be recoverable from the bidder, the same will be recovered first from any sum due to the bidder against any current bill of the bidder and/or from any other amount due from the Corporation and/or on demand.
- (iv) If the successful bidder makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not up to the expected standards, the Corporation reserves right to cancel the contract at 3 (three) days' notice at any time during the currency of the contract. If the successful bidder fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the successful bidder. The Corporation would be entitled to withhold any sum due and payable to the successful bidder as a result of the said breach or default. The bidder will not have any claim for compensation or otherwise on this account.
- (v) Canvassing in connection with tenders is strictly prohibited and the tender submitted by the bidder who resorts to canvassing, will be liable for rejection.
- (vi) No claim for the increase in the price during the contract period will be entertained by CCIC.
- (vii) Notwithstanding anything stated elsewhere in this tender document, CCIC reserves the right to terminate the contract by giving one week notice and in that case CCIC will not be liable to pay any further amounts for the remaining part of the work which is yet to be carried out by the bidder even though the same is part of schedule mentioned in the work order.
- (viii) CCIC reserves the right to alter /amend any of the above provisions in the tender document, at its discretion, before finalization of the tender.
- (ix) CCIC shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.
- (x) The work will broadly comprise of the following phases:-

For all purposes, the date of award of Work Order either by post or e-mail shall be treated as the Day 1.

Sl. No.	Phase	Expected time line for completion
1	Engagement kick-off and initial planning	Day – 1 to 2
2	PCMM overview session upto maturity level 2(maximum 20 participants)	Day – 3-4
3	Gap analysis covering <ul style="list-style-type: none"> • Document review • Discussion/Interview sessions 	Day – 5-18
4	Report preparation and presentation	Day – 19-20

(xi) Lump sum price for the work will be paid to the bidder and the stage payments are as under :

Stage of Completion of work	% of lump sum to be released
On Completion of PCMM overview session upto maturity level 2	20
On submission of GAP analysis report	40
On submission of final report and acceptance of the same by CCIC	40

(xii) All rules and regulations governing CCIC will be applicable

(xiii) Printing and generation of all forms, questionnaires, response sheets, etc will be the responsibility of the bidder at his cost.

(xiv) Bidder has to clearly inform in advance the proposed number of visits, composition of team members, expected number of days of hotel stay, expected expenditure towards flights, local transportation, boarding and lodging etc. which will form part of the work order.

(xv) Any cost or time overshoot is liable to be rejected by the Management.

(xvi) The Bidder will have to give a certificate that he is not related to any Director/Officer of CCIC or any Tenderer should give a declaration along with his tender about the names of the relatives, who are employed in the CCIC .
(Annexure-III)

- (xvii) The Bidder shall give an undertaking that he has not made any payment or illegal gratification to any person /authority connected with the bid process so as to influence the bid process and has not committed any offence under the Prevention of Corruption Act in connection with the bid. **(Annexure-IV)**.
- (xviii) The Bidder shall disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid. **(Annexure-IV)**.
- (xix) The Bidder shall disclose any information regarding any current litigation in which the tenderer is involved **(Annexure-V)**.
- (xx) Bidder is advised to refer and make a note of the provisions of Circular No.01/01/2017 dated 23.01.2017 on Systemic Improvement Guidelines-Engagement of Consultants, Circular No.08/06/11 dated 24.06.2011 on Selection and employment of Consultants and other Circulars/guidelines issued by the Central Vigilance Commission, Ministry of Finance , Government of India issued from time to time for necessary compliance.
- (xxi) The Bidder is expected to carry out its assignment with due diligence and in accordance with the prevailing standards of the profession.
- (xxii) The Bidder will cooperate fully with any legitimately provided /constituted investigative body, conducting inquiry into processing or execution of this contract/any other matter related with the discharge of contractual obligations by the bidder.
- (xxiii) All payments will be made by the Corporation through online mode only. The Corporation will release each instalment of payment within 15 working days from the date receipt of valid invoice from the Bidder after completion of each stage of the work. However, the Corporation will not be responsible for reasons beyond its control of the Corporation. Corporation is not liable to pay any interest/penalty /damages in this regard.
- (xxiv) Failure or Delay in Delivery - The Corporation shall also have the right to levy liquidated damages for delays in supply/ execution of the contract. The Liquidated damages shall be levied at the rate of point five percent (i.e. 1/2 % or 0.5%) per week or fraction of a week subject to the maximum of 10% of the contract value

Format-I

TECHNICAL BID

Name of the Company/Firm	
Full Address Phone No. Fax No. Email id	
Full Address of Registered Office Phone No. Fax No. Email id	
Full Name of Contact Person Phone No. Fax No. Email id.	
Date of Establishment of the firm and the names of the Partners or Corporate status. (A copy of the partnership Deed or Articles of Association to be enclosed)	
List of Lead Assessor(s) for P-CMM Whether certified or not? (copies of valid certificates to be enclosed). If no such certified lead assessor is available the same should be clearly mentioned	
List of Assessment Team Members for P-CMM. Whether certified or not? (copies of valid certificates to be enclosed). If no such certified Assessment Team Member is available the same should be clearly mentioned	
Copies of Satisfactory Services Certificate from Organisations where bidder has successfully completed similar assignment. Either, the certificate should contain number of employees on rolls of the Organisation on the date of completion of assignment or the bidder has to submit a separate letter from the organization giving the number of employees on the date of completion of assignment.	

Track of being in the Business for at least 3 financial years (Copies IT returns and audited financial results to be enclosed)	
I.T. PAN No. (Copy of PAN card to be enclosed)	
GST No. (Copy of Registration Certificate to be enclosed)	
12. Annual Turnover for the last three financial years 2017-18 2016-17 2015-16 (copy of audited financial results to be enclosed)	
13. Document containing step by step description of the approach & methodology to be adopted for carrying out the study to be enclosed	
14. Experience of working with Public sector / Central / State Governments/ Reputed Private Companies (copies of experience certificate/satisfactory services certificate to be enclosed)	
15. Bank Details Name of the Bank Name of the Branch Bank Address Bank Account No IFSC Code/ RTGS Code (copy of cheque book to be enclosed)	
16. Annexure-I to be enclosed Annexure-II to be enclosed Annexure-III to be enclosed Annexure-IV to be enclosed Annexure-V to be enclosed Format-I to be enclosed Format-II to be enclosed	

SIGNATURE OF THE TENDERER WITH SEAL

PRICE BID

Format-II

CONSOLIDATED PROFESSIONAL FEES FOR CARRYING OUT ASSESSMENT OF LEVEL IN LINE WITH PEOPLE CAPABILITY MATURITY (P-CMM) MODEL OR EQUIVALENT (PROFESSIONAL FEES should be all inclusive covering consultation fees, air fare/train fare/taxi fare /boarding and lodging/stationery charges/telephone charges, etc.).Nothing will be paid separately	Rs. _____ Ps In words Rupees _____ and Paise _____ GST Rs. . _____ Ps In words Rupees _____ and Paise _____ Total Rs. . _____ Ps In words Rupees _____ and Paise _____
The above amounts are subject to recovery/deduction of Income Tax / any other taxes by the Corporation as applicable as per Law	

SCHEDULE OF PAYMENT

Stage of Completion of work	% of lump sum to be released by CCIC	Amount in (Rs.)	GST	Total Amount
On Completion of PCMM overview session upto maturity level 2	20			
On submission of GAP analysis report	40			
On submission of Final report and acceptance of the same by CCIC	40			

SIGNATURE OF THE TENDERER WITH SEAL

Annexure-I

COVERING LETTER AND UNDERTAKING AS TO COMPLIANCE OF CONDITIONS AND NO COUNTER CONDITIONS

To,
Additional General Manager(HR/Admn.)
Central Cottage Industries Corporation of India Ltd.
Jawahar Vyapar Bhawan
Janpath
New Delhi

Sir,

Sub: Tender for Carrying out level 2.00 Assessment in line with People Capability
Maturity Model or equivalent for Marketing officials of CCIC- Reg

Ref: TENDER NO. CCIC/Pers/2018/E Tender PCMM dt.19/11/2018

- 1 I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the tender documents and agree to abide unconditionally the terms and conditions stated therein.
2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and conditions and other provisions contained in the tender documents, which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost and to pay the CCIC or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work.
3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initialled/signed and stamped in token of acceptance of the terms and conditions of the tender documents.
4. I/ We hereby confirm that I/we have not put/ specified/ laid down any counter conditions and I/we accept the tender conditions and agree to abide by the same

Thanking you,

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :

To,
Additional General Manager(HR/Admn.)
Central Cottage Industries Corporation of India Ltd.
Jawahar Vyapar Bhawan
Janpath
New Delhi

Sir,

Sub: Tender for Carrying out level 2.00 Assessment in line with People Capability
Maturity Model or equivalent for marketing officials of CCIC – Reg

Ref: TENDER NO. CCIC/Pers/2018/E Tender PCMM dt.19/11/2018

A. With reference to your Ref: TENDER NO. CCIC/Pers/2018/E Tender PCMM
dt.19/11/2018, I/ we hereby certify that I/we/any of our partners, directors, Board Members
has not been black listed by any Government /Semi Government Organization/statuary body
'Or'

B. I/We hereby certify that I/ we hereby certify that I/we/any of our partners, directors,
Board Members has been black listed by the following Government /Semi Government
Organization/statuary body :-

- 1.....
- 2.....
- 3.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

To,

Additional General Manager(HR/Admn.)
Central Cottage Industries Corporation of India Ltd.
Jawahar Vyapar Bhawan
Janpath
New Delhi

Sir,

Sub: Tender for Carrying out level 2.00 Assessment in line with People Capability
Maturity Model or equivalent for marketing officials of CCIC – Reg

Ref: TENDER NO. CCIC/Pers/2018/E Tender PCMM dt.19/11/2018

A. With reference to your Ref: TENDER NO. CCIC/Pers/20-18/E Tender PCMM
dt.19/11/2018, I/we hereby certify that, we are not related to any Director/Officer of CCI
C.,I/we do not have any relatives employed in the CCIC.

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :

To,

Additional General Manager(HR/Admn.)
Central Cottage Industries Corporation of India Ltd.
Jawahar Vyapar Bhawan
Janpath
New Delhi

,
Sir,

Sub: Tender for Carrying out level 2.00 Assessment in line with People Capability
Maturity Model or equivalent for marketing officials of CCIC – Reg

Ref: TENDER NO. CCIC/Pers/2018/E Tender PCMM dt.19/11/2018

A. With reference to your Ref: TENDER NO. CCIC/Pers/2018/ E Tender PCMM dt.19/11/2018, I/we hereby undertake that, I/we have not made any payment or illegal gratification to any person/ authority connected with the bid process so as to influence the bid process and I/we have not committed any offence under the Prevention of Corruption Act in connection with the bid and

B. I/we hereby certify that I/we have nothing to disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :

ANNEXURE-V

To,

Additional General Manager(HR/Admn.)
Central Cottage Industries Corporation of India Ltd.
Jawahar Vyapar Bhawan
Janpath
New Delhi

Sir,

Sub: Tender for Carrying out level 2.00 Assessment in line with People Capability
Maturity Model or equivalent for marketing officials of CCIC- Reg

Ref: TENDER NO. CCIC/Pers/2018/E Tender PCMM dt.19/11/2018

- A. With reference to your Ref: TENDER NO. CCIC/Pers/2018/E Tender PCMM dt.19/11/2018,
I/ we hereby certify that, I/we do not have any current litigation with any party/ firms. 'Or'
B. I/We hereby certify that presently I/we are having litigation with the following party/ firms:-
1.....

Yours faithfully,
SIGNATURE OF THE TENDERER WITH SEAL
NAME AND ADDRESS
Place :

Bank guarantee towards security deposit and performance bond

(To be submitted on Rs 200/- non judicial stamp paper)

In consideration of M/s Central Cottage Industries Corporation of India Limited, [hereinafter referred to as „CCIC “, which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s _____(hereinafter referred to

as „Consultant/Transition Partner“ which expression unless repugnant to the context and meaning thereof shall include its successors and assigns) from depositing _____ with CCIC a sum of Rs. _____ towards security/performance guarantee in lieu of the said Consultant/Transition Partner having agreed to furnish a Bank Guarantee for the said sum of Rs. _____ is required under the terms and conditions of Contract/Work Order/ Letter of Intent No. dt. _____ (hereinafter referred as „the Order“) placed by CCIC on the said Consultant/Transition Partner, we, the bank (hereinafter referred to as „the bank“ which expression shall include its successors and assigns) do hereby undertake to pay CCIC an amount not exceeding Rs. _____ on the demand made by CCIC on us due to breach committed by the said Consultant/Transition Partner of the terms and conditions of the Order.

1. We, _____ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from CCIC stating that there is a breach by the Consultant/Transition Partner of any of the terms and conditions contained in the Order or by the reasons of the Consultant/Transition Partner’s failure to comply with the terms and conditions as stipulated in the Order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the Order and as regard to the amount due and payable by the bank under this guarantee notwithstanding any dispute or disputes raised by the said Consultant/Transition Partner regarding the validity of such breach and we agree to pay the amount so demanded by CCIC without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

2. We, _____ the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Order and that it shall continue to be enforceable till the dues of CCIC under or by virtue of the said Order have been fully paid and its claim satisfied or discharged or till CCIC certifies that the terms and conditions of the said Order have been fully and properly carried out by the Consultant/Transition Partner and accordingly discharge the guarantee.

3. We, _____ the bank, undertake to pay to CCIC any money so demanded notwithstanding any dispute or disputes raised by the said Consultant/Transition Partner in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the said Consultant/Transition Partner shall have no claim against us for making such payment.

4. We, _____ the bank further agree with CCIC that CCIC shall have full liberty, without our consent and without affecting in any manner our obligation hereunder, to vary any of the terms and conditions of the Order or to extend time of performance by the said Consultant/Transition Partner from time to time or to postpone for any time or from time to time any of the powers exercisable by the CCIC against the said Consultant/Transition Partner and to forebear or enforce any of the terms and conditions relating to the Order and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Consultant/Transition Partner or for any forbearance, act or omission on the part of the CCIC or any indulgence by the CCIC to the Consultant/Transition Partner or by any such matter or thing whatsoever (which under the law relating to sureties would, but for this provisions, have effect of so relieving us).

5. Our liability under this guarantee is restricted to Rs _____ and shall remain in force up to _____. Unless demand or claim under this guarantee is made on us in writing within the expiry of this BG namely -----, we shall be discharged from all liabilities under this guarantee thereof. This guarantee will not be discharged due to change in the constitution in the bank or the said Supplier/Contractor.

6. This guarantee will not be discharged due to change in the constitution in the bank or the said Supplier/Contractor.

7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to _____ General _____ Manager _____ (Finance), _____ CCIC.

8. We _____ the bank lastly undertake not revoke this guarantee during its currency except with the previous consent of the CCIC in writing.

Signed on the _____ day of _____.

For the Bank

Signature:

Witness

Name (s) & Designation (s)
Name and Address

Benefits to Micro and Small Enterprises and Relaxation to startups

- i) Exemption from submission of Earnest Money/Bid Security: MSEs (and not their dealers/distributors) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs: Micro or Small Enterprises (MSE) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 20% target of annual procurement from MSEs, a sub target of 4% (i.e. 20% out of 20%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

Definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE. proprietor(s) shall be SC/ST.
 - (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
 - (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.
- vi) **Relaxation to Start-ups** : Condition / criteria of prior turnover and prior experience is relaxed for **Start ups Medium Enterprises** whether Micro & Small Enterprises (MSEs) or otherwise subject to their meeting of quality and technical specifications. All start ups (recognized by Department of Industrial Policy & Promotion) are also exempted from payment of EMD.
