



**National Handloom Development Corporation Limited**  
**(A Government of India Undertaking)**  
**Registered office: Wegmans Business Park, Tower 1, Plot**  
**No. 3,**  
**Sector Knowledge Park – 3, Surajpur Kasma road,**  
**Greater Noida – 201 306**

**LIMITED TENDER ENQUIRY**

**FOR**

**PREPARATION OF CLUSTER MAPPING ON GIA REGISTERED**  
**CRAFTS AND PROMINENT CRAFTS ACROSS THE COUNTRY**

## NOTICE INVITING TENDER

NHDC invites Limited Tender to apply for “preparation of cluster mapping on GIA registered crafts and prominent crafts across the country” and intends to select the agency/firm through competitive bidding process in accordance with the procedure set out herein.

Only Manual Financial bid will be accepted..

Tender documents may be downloaded from official website <https://www.nhdc.org.in/Tenders.aspx>.

### PLACE OF SUBMISSION OF BID:

Tender Box  
National Handloom Development Corporation,  
Wegmans Business Park, Tower 1, 4th Floor,  
Sector Knowledge Park – 3, Surajpur Kasna Road,  
Greater Noida – 201306

**Bid will be opened and evaluated in presence of all bidders as per the critical date sheet.**

### GENERAL CONDITIONS:

Bidders are required to submit the following document in of bidding company

- a. PAN Card
- b. GST registration
- c. Bidder should not be black-listed or barred or disqualified or penalised by any regulator or statutory body/Public /Private etc for similar kind of assignment - An undertaking certifying non-blacklisting should be submitted.
- d. Bidders must submit the above as mandatory document along with bid.

### CRITICAL DATE SHEET :

| S. No. | Particulars Details                                 | Date                   |
|--------|---|------------------------|
| 1      | Date of Issue of Tender Document                    | 11/11/2021             |
| 2      | Starting Date and Time for Submission of Bid/Tender | 11/11/2021 at 04.30 PM |
| 3      | Last Date and time for submission of Tender         | 15/11/2021 at 03.30 PM |
| 4      | Date of Opening of Tender                           | 15/11/2021 at 04.00 PM |

# **National Handloom Development Corporation Limited (A Government of India Undertaking)**

Address: Wegmans Business Park, Tower 1, Plot No. 3,  
Sector Knowledge Park – 3, Surajpur Kasma road, Greater Noida – 201 306

## **Introduction:**

## **Objective:**

- a) to map the geography of the crafts sector across the country, and the factors that shape it
- b) to understand better how places and landscapes influence the work of craftspeople's
- c) to analyze the business, professional, artistic and social networks that sustain crafts in India and their export potential,
- d) to examine the contribution of the handicrafts industry to a prosperous and sustainable rural economy, and to have insights and recommendations for action in all areas, especially rural communities.

## **SELECTION OF BIDDER:**

Bidder, who quotes the lowest rate, shall be treated as L1 rates same shall be declared as an agency for providing the tender services. The Purchaser reserves the right to accept or reject any bid (at any stage) submitted by the bidder without assigning any reason.

## **USE OF BID AND INFORMATION:**

- a. This document has been prepared solely for getting financial quote from agency empaneled with NHDC for "preparation of cluster mapping on GIA registered crafts and prominent crafts across the country". This document is not a recommendation, offer or invitation to enter into contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between NHDC and any successful Bidder.
- b. While this document has been prepared in good faith, neither the NHDC nor any of its employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.
- c. This document is meant to provide information only and upon the express understanding that the Bidders will use it only for the purpose set out herein.

## **NHDC RIGHT TO REJECT ANY OR ALL BIDS:**

NHDC reserves the right to reject any or all the bids without assigning any reasons thereof without thereby incurring any liability to the Bidders or any obligation to inform the affected Bidders on the grounds for the NHDC action or without assigning any reasons, whatsoever. The decision of NHDC shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process and the same shall not be questioned / challenged.

## **CLARIFICATION/MODIFICATION:**

- a. NHDC may be notified of any omission / discrepancy in the tender before the closure of bid. If required, the NHDC may thereafter modify the document. The modified document would be hosted on the NHDC official website. Any subsequent modification in the dates/timelines will be at the discretion of the NHDC.
- b. NHDC also reserves the sole right for carrying out any amendments/ modification/changes including any addendum to this tender. Such amendments / modifications / changes including any addendum to this tender shall be notified on the NHDC website [www.nhdc.org.in](http://www.nhdc.org.in) .
- c. NHDC reserves the sole right to cancel the tender at any stage without assigning any reason.
- d. Before tendering, the Bidders are requested to carefully examine the Tender / Bid Documents, Terms & Conditions of Assignment, Specifications and if there is or appears to be any ambiguity therein, they should immediately refer the matter to NHDC, for clarification.

#### **DELAYS OF BID:**

Any Tenders / Bids received by NHDC after the deadline for submission of tenders prescribed by NHDC will be summarily rejected. NHDC shall not be responsible for any delay or non-receipt/ non-delivery of the documents.

#### **SUBMISSION OF BID:**

All submissions, including any accompanying documents, will become the property of the NHDC. The Bidder shall be deemed to have licensed, and granted all rights to the NHDC to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other bidders and to disclose and/or use the contents of the submission as the basis for any resulting process, notwithstanding any copyright or other intellectual property right of the Bidder in the submission or accompanying documents.

#### **LANGUAGE OF BID**

All correspondence and other documents to be exchanged by the parties shall be written in the English language. The version written in English language shall govern its interpretation.

#### **BID VALIDITY PERIOD:**

Bid will remain valid and open for evaluation according to their terms for a period of at least 180 days from the bid opening date. NHDC shall also have the right at its sole and absolute discretion to continue the assignment/contract with the successful Bidder for future requirements on the rates finalized in this processing for various items/activities as described in the financial bid, or at the price negotiated thereafter, after expiry of current assignment period. In exceptional circumstances, NHDC may solicit the Bidder's consent to an extension period of validity.

#### **GENERALS:**

- a. In case of any dispute or differences, breach & violation relating to the terms of the contract, the said matter or dispute, differences shall be referred to CA, NHDC for arbitration, who himself or any other person appointed by him will work as sole arbitrator and the award of the arbitrator shall be final and binding on both the parties.
- b. The Corporation reserves the right to reject any or all tenders and award the remaining work to any other contractor without assigning any reason. Conditional tenders in any form, whatsoever shall be liable to be rejected outrightly.
- c. The Corporation shall be entitled to cancel the contract, if it is found that there has been any breach of condition of the contract and/or the work is found to be unsatisfactory. The Contractor in such cases will not be entitled for making any claim/compensation. The Corporation is entitled to forfeit the Security money and the contractor may not be considered for award of any similar contract in future.
- d. The Corporation has a right to cancel one or more or all events at any moment without assigning any reason what so ever or change the date of the events/contractor for any event. No compensation at all against such losses if any, will be given to the Contractor for the events concerned.
- e. The rates of all items of work shall include cost of all labour, octroi and all type of taxes including GST etc.
- f. The Corporation shall be entitle to cancel the contract, if it is found that there has been any breach of condition of the contract and/or the work is found to be unsatisfactory. The Contractor in such cases will not be entitled for making any claim/compensation. The Corporation is entitled to forfeit the earnest money and the contractor may not be considered for award of any similar contract in future.

#### **SCOPE OF WORK:**

It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work of mapping of Cluster Artisans including infrastructure availability, craft practise and skill level of the artisans. They shall submit recommendation for its sustainability in respect of North, South, East, West, Central and North Indian Region clusters (5 viable clusters on GIA registered Crafts and other prominent crafts of all 6 regions) as per the norms approved by the Government of India.

The selected bidder would be required to tie up with the Local authorities, so that the work of mapping can be executed smoothly. All the permission/Licenses along with the expenditure involved in getting these Permissions/Licenses from Local authorities etc. would be the responsibility of selected bidder. It would be the responsibility of the selected bidder to arrange for sufficient number of manpower during the work.

#### **The broad terms of reference are as under:**

- i) The activities must be completed within 1 ½ months
- ii) To assess the potential and requirement of the clusters to fill the gaps, if any.
- iii) Visit of all the craft concentration villages of the target area.
- iv) Collecting information based on Questionnaire prepared.
- v) To collect information on the number of artisans (Gender wise) actually involved in the craft and number of available maestro.
- vi) Cluster mapping on the requirement and availability of resources.
- vii) Cluster mapping on working condition and traditional tools & technology presently used and other facilities available.
- viii) Cluster mapping on types of product crafted out and present commercial value and export potential.
- ix) Cluster mapping of the market and traditional business chain and income level of the artisans.
- x) Detailed cluster mapping on a few selective Product/Motifs in terms of cost effectiveness viz. cost of both labour and material input, traditional tools & technology, processing and production time duration etc.

- xi) Feasibility assessment for bulk production.
- xii) Collection of information from various Marketing Agencies and regarding present marketing scenario of the said crafts.
- xiii) Cluster mapping on scope of marketing of the said Crafts in overseas market. Bottlenecks (if any)
- xiv) Consolidation of Data Base, tabulation and analysis of data.
- xv) Comprehensive appraisal of the findings of the cluster mapping.
- xvi) Chalking out strategic action plan to remedy the problems found.
- xvii) Details about famous artisans / awardee (NA & Shilp Guru).
- xviii) Documentation and Report preparation supported by graphical charts, tables, digitized product photographs etc. for presentation and future reference.

#### **PROPOSED MAPPING OF THE CLUSTER ARTISANS REGIONWISE:**

| <b>Sl. No.</b> | <b>Name of The Region wise</b> |
|----------------|--------------------------------|
| 1              | Northern India                 |
| 2              | Southern India                 |
| 3              | Eastern India                  |
| 4              | Western India                  |
| 5              | Central India                  |
| 6              | North Eastern India            |

#### **FINANCIAL BID:**

| <b>Sl. No.</b> | <b>DESCRIPTION OF WORK</b>   | <b>Amount (In Rs.)</b> |
|----------------|--|------------------------|
| 1              | Mapping of Cluster Artisans including infrastructure availability, craft practise and skill level of the artisans. |                        |
| 2              | <b>GST/Taxes</b>   |                        |
|                | <b>TOTAL COST (IN WORDS)</b>   |                        |
|                | <b>TOTAL COST (IN WORDS)</b>   |                        |

Separate financial bid to be submitted for each region.

#### **BIDDER'S RESPONSIBILITIES AND RELATED CONDITIONS:**

a. Attention of the Bidders is drawn to the relevant and extant instructions of GoI, GFR issued by Ministry of Finance, guidelines of Central Vigilance Commission (CVC) as applicable to the subject matter of advice / service to be rendered by the Bidder and are required to be complied with.

b. The Bidder shall, subject to the provisions of the Assignment and with due care, execute the work and take all responsibility, including the supervision thereof and all other things, whether of a temporary or permanent nature, required in and for such execution.

c. The Bidder shall carry out and complete the work in accordance with prevailing good industry practices and using workmanship of the quality and standards there in specified, provided that where and to the extent some approval of the quality of the standards of workmanship is a matter of opinion, such quality and standards shall be to the satisfaction of NHDC.

d. The Bidder should provide professional, objective, un-biased and impartial inputs, recommendation and advices at all times and hold NHDC interest paramount and should observe the highest standard of ethics, values, code of conduct and honesty while executing the assignment.

e. The Bidder carries with him/her/it a certain degree of accountability for any advice or /and any services rendered to the NHDC, keeping in view norms of ethical business, professionalism and the fact that such advice or service is rendered for a consideration. NHDC may enforce such accountability in case of improper discharge of contractual obligations / deviant conduct by / of any of the parties to the contract. In this, share of NHDC's responsibility, for accepting advice / and services provided by the Bidder, will also be taken into consideration.

f. The Bidder must act, at all times, in the interest of NHDC and render any advice / service with professional integrity. The Bidder shall always keep in view transparency, competitiveness, economy and efficiency in regard with matters related to the subject of the contract or assignment.

g. Bidder is expected to undertake an assignment/project, only in the areas of his/its expertise and where it has capability to deliver efficient and effective advice /services to the client.

h. The Bidder will have to cooperate fully with any legitimately provided / constituted investigative body conducting enquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the Bidder.

#### **TERMINATION:**

NHDC may, without prejudice to any other remedy for breach of contract, by written notice of default to agency, terminate the Contract in whole or part:

- If the Agency fails to deliver any or all of the services within the period(s) specified in the Contract/ Work Order, or within any extension thereof granted by NHDC; OR
- If the Agency fails to perform any other obligation(s) under the Tender/Contract.
- If the Agency, in the judgment of NHDC has engaged in fraud and corruption.

In the event of NHDC terminates the Contract in whole or in part, NHDC may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Agency shall be liable to the NHDC for any excess costs for such similar services. However, the agency shall continue the performance of the Contract to the extent not terminated

#### **CONTRACT / NON-DISCLOSURE AGREEMENT NDA:**

The selected Bidder will be required to execute the following:

a. Contract / Agreement which will include all the services and terms and conditions of the services to be extended as detailed here in and as may be prescribed or recommended by NHDC; and

**b. Non-disclosure Agreement (NDA)**

If any Bidder differs / does not agree on any conditions / terms of the contract, NHDC has the right to appoint the next ranked Bidder without any obligation or without assigning any reasons to anyone and shall not be held liable for any losses or damages caused by such action.

Unless and until a formal Agreement is prepared and executed, this Tender (RFP) together with the written acceptance of the Bidder thereof shall constitute binding Terms and Conditions between the parties.

**COMPLIANCE WITH ALL APPLICABLE LAWS:**

The Bidders shall undertake to observe, adhere to, abide by, comply with and notify NHDC about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Tender and shall indemnify, keep indemnified, hold harmless, defend and protect NHDC and its employees/ officers/ staff/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom.

**SINGLE POINT OF CONTACT AND AUTHORISED SIGNATORY:**

All empanelled Bidders should have to provide details of single point of contact viz. Name, designation, address, e-mail address, telephone/ mobile no. etc and authorised someone as signatories as well for ongoing discussion etc.

**RIGHTS IN INTELLECTUAL PROPERTY AND MATERIAL:**

All the rights relating to the Trade Marks and Copy Rights in respect of development done by the Bidders exclusively on behalf of NHDC and paid for by NHDC shall vest with NHDC.

In order to perform the services, the Bidder must obtain at its sole account, the necessary assignments, permits and authorizations from the title holder of the corresponding patents, models, trademarks, names or other protected rights and shall keep NHDC harmless and indemnify NHDC from and against claims, proceedings, damages, costs and expenses (including but not limited to legal costs) for and/ or on account of infringements of said patents, models, trademarks names or other protected rights.

All documents, report, information, data etc. collected and prepared by the Bidder in connection with the scope of work submitted to NHDC will be property of NHDC, it shall have every right to use data that may be in the possession of the consultant or its representative in the course of performing services under the agreement that may be entered into. The Bidder shall not be entitled either directly or indirectly to make use of the documents, reports



given by NHDC for carrying out of any services with any third parties. The Bidder shall not without the prior written consent of NHDC be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.

The pre-existing intellectual property of the Bidder used in deliverables shall remain vested with the Bidder.

#### **ARBITRATION:**

Any disputes and difference of any kind, whatsoever, arising out of or in connection with this contract or carrying out of the services, shall be settled amicably. If however, the parties are not able to resolve any dispute or difference amicably, the same shall be referred for arbitration in accordance with the provisions of Arbitration & Conciliation Act 1996 and any re-enactment (s) and or modification(s) thereof and of the rules framed there under. The venue for the arbitration shall be New Delhi.

#### **FORCE MAJEURE:**

Neither party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting party's control even after exertion of best of efforts to prevent such failure, which may include but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any government authority, delay in obtaining licenses or rejection of proposal under the statutes, fire or floods.

#### **CORRUPT AND FRAUDULENT PRACTICES:**

As per Central Vigilance Commission (CVC) directives, it is required that Consultants/Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

- a. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution; and
- b. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of NHDC and includes collusive practice among consultants (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive NHDC of the benefits of free and open competition.

NHDC reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. NHDC reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time as per the its discretion, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.