

## Apparel Export Promotion Council

### e-Tender Notice

1. e-tender is invited from reputed agencies for **Conducting Location Analysis for Selected Cities in Jharkhand & Orissa for apparel sector**, as per the Terms of Reference attached at Annexure-I.
2. e-tender should be submitted on email: tender@aepcindia.com by 5 PM on Friday, 8<sup>th</sup> December, 2017. Please note that quotation sent to any email other than tender@aepcindia.com will not be considered.
3. For any further queries in this regard please contact Mrs.Chandrima Chatterjee, Advisor, AEPC at Phone: 0124-2708035

## Terms of Reference

### 1. Background

- i. The Apparel Export Promotion Council (AEPC) of India is the apex industry body that promotes and nurtures the apparel export industry. With more than 7000, apparel exporters as its members, council is aiming at benchmarking India against other key apparel manufacturing companies.
- ii. The council is exploring potential areas where new apparel industries can expand. To facilitate the apparel industry to identify location in an informed manner based on the manpower availability, infrastructure, logistics facility, etc, AEPC plans to conduct a study.
- iii. Jharkhand and Odisha have got immense potential to attract investment in textile & apparel sectors, especially because of their attractive textile policies, upcoming infrastructure, abundant supply of skilled man power and responsive administration.
- iv. Agencies with prior knowledge of the domain are invited to submit the proposal.

### 2. Objective

- i. Conducting location analysis for selected cities in Jharkhand & Orissa

### 3. Locations

- i. Jharkhand: *Ormanhi&Hotwar*
- ii. Orissa: *Bhubaneshwar &Cuttack*

### 4. Project Methodology

- i. Primary Research
- ii. Secondary Research

## 5. **Project Timeline**

- i. The project timeline to complete the project would be three weeks after the awarding of contract.
- ii. The delay in completion of the project would be subject to deduction from the consultancy fees of the applicant.
- iii. If the reasons beyond the control of the Agency, suitable extension of time shall be granted by AEPC.

## 6. **Deliverables:**

- i. Manpower Availability: Within the radius of 10km, 15kms & 20kms of specified cities with the details of Males/Females& SC/ST
- ii. Logistics Facilities: Part within specified cities of the state & other areas in the radius of 20km
- iii. To assess availability of manpower in the age group of 18-25 years
- iv. To evaluate availability of local transport for logistics to evaluate transportation
- v. To evaluate the conditions of the road
- vi. To evaluate the transposition time from major ports/hubs/ICD from the location specified.

## 7. **Selection & Eligibility Criteria**

- i. The selection of the Agencies shall be based on L1 quotation and experience in domain knowledge. AEPC may ask for a presentation from the eligible agencies before award of the contract
- ii. National / International reputed agencies firm registered under the Societies Act / Companies Act/Limited Liabilities Partnership Act
- iii. Minimum Experience – Should have been working in the same domain for a minimum of 5 years. This should be supported by satisfactory work completion letters/certificates from the clients clearly showing the name and designation of the person who has signed the letter/certificate. A copy of the award of the contract and proof of the final instalment released will be accepted for completed projects. The name and designation and contact number of the client for whom the work has been done should be furnished since the AEPC reserves the right to verify the proof given. The successful agency should ensure that the completion letters/certificates from clients for whom the work was done are furnished before the signing of the contract with the successful agency

- iv. Minimum Turnover: Rs 1 Crores average in the last 3 years. Audited Balance sheet and Income statements should be submitted for the last three financial years
- v. Minimum Employee strength should be 10 and dedicated team core team of 5 people shall be assigned for the project. The details of core team shall be furnished separately along with the cover letter.
- vi. An undertaking (self-certificate) that the agency hasn't been blacklisted by a central / state Government institution.
- vii. Details of third party control/sub-contract; if any

**8. Consultancy Fees:**

- i. Interested agencies are requested to propose their consultancy fees (All inclusive) in INR. The quote should be valid for the 6 months from the date of submission of tender

**9. Procedure for submission of bids**

- i. e-tender should be submitted on email: [tender@aepecindia.com](mailto:tender@aepecindia.com). Please note that quotation sent to any email other than [tender@aepecindia.com](mailto:tender@aepecindia.com) will not be considered.
- ii. The scanned copy of cover letter on company's letter head detailing the company's interest and eligibility (in accordance with criteria detailed in clause 7 above) should be submitted.
- iii. The financial quote should be submitted as an attachment with the cover letter detailing the financial heads considered and all inclusions. Exclusions, if any, should also be mentioned separately.

**10. Conflict of Interest**

- i. An Applicant shall not have a conflict of interest that may affect the selection process or the consultancy. An applicant found to have a conflict of interest shall be disqualified during the bidding process or the consultancy terminated after the issue of LOA, as the case may be

**11. Right to reject any or all Proposals:**

AEPC reserves the right to reject any Proposal if:

- i) at any time, a material misrepresentation is made or uncovered, or

ii) the applicant does not provide, within the time specified by AEPC, the supplemental information sought by the AEPC for evaluation of the Proposal.

**12. Arbitration**

i. If any dispute or difference of any kind whatsoever arises between AEPC and the selected agency, the same shall be referred for arbitration to Chairman-AEPC as sole arbitrator and his decision shall be final and binding on both the parties.

**13. Proprietary data:**

i. All documents and other information provided by an Applicant to AEPC shall remain or become the property of AEPC. Applicants are to treat all information as strictly confidential. AEPC will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Agency to AEPC in relation to the assignment shall be the property of AEPC.

**14. Appropriation of Performance Security:**

AEPC shall have the right to appropriate the performance security, in whole or in part, without notice to the Agency in the event of breach of Agreement or for recovery of liquidated damages.

## Financial Bid

S. NO.	Particulars
1	Name of the Company Mobile No. of Contact Person e-mail address
2	Fee Quotation Professional Fee Logistic Charges Other Charges  Total Charges Including All the cost incidence_____  Exclusions, if any_____

*The above Financial Bid shall be submitted on company's letter head.*