



REQUEST FOR PROPOSAL

Technical Advisory Services – Machinery and Processes for Natural Dyeing Unit

Urmul Natural Dyeing Cluster

Urmul Trust

A project in partnership of IMEDF & Ministry of MSME, GoI

Dated: 1st October, 2020

1st October 2020

Dear Madam/Sir,

Subject: Request for Proposal (RfP) for Technical Advisory Services – Machinery & Processes for Natural Dyeing, for setting up a natural dyeing unit in Bikaner district (Rajasthan)

With the subject aforementioned,

1. Urmul Trust plans to procure the services of an experienced consultant/consulting firm, to develop the strategy and roadmap for latest (in class) machinery required for a natural dyeing unit, the organisation is setting up.
2. Through this RfP and its related annexes, Urmul Invites proposal for providing the requirements as defined in these documents.
3. In order to prepare a responsive proposal, you must carefully review, and understand the contents of this document.
 - I. This letter and the included Proposal Instruction Sheet (PIS)
 - II. Introduction
 - III. Scope of Work
 - IV. Proposal Format
 - V. Selection of Proposal
 - VI. General Condition
 - VII. Submission Checklist

I. PROPOSAL INSTRUCTION SHEET (PIS)

3.1	Deadline for Submission of Proposals	Date and Time: 10 November 2020; 05.00 pm City and Country: Bikaner, India This is an absolute deadline, proposals received after this date and time will be disqualified.
3.2	Manner of Submission	Personal Delivery/ Courier Mail/ Registered Mail Electronic submission of Proposal
3.3	Address for Proposal Submission	Proposals must be submitted either through Indian post (address in a sealed envelope), or, electronic submission of Proposal POSTAL ADDRESS Urmul Natural Dyeing Cluster, Urmul Trust, Near Roadways Bus Stand, Bikaner, 334001, Rajasthan Email: procurement@urmul.org
3.6	Proposal Validity	90 days Period commencing after the deadline for submission of proposals
3.6	Contact address for requesting clarifications	Requests for clarification shall be submitted 7 days before the deadline for submission of the proposal. Requests for clarification should be addressed to the e-mail address: procurement@urmul.org Proposers must not communicate with any other personnel of Urmul Trust regarding this RFP.
The Proposer will be selected based on the Evaluation Methodology and Criteria indicated in Annex. This letter is not to be construed in any way as an offer to contract.		

Sincerely,


Administrative Officer
Urmul Rural Health Reserach &
Development Trust, Bikaner

Rampal Bishnoi, Head – Administration

II. INTRODUCTION

A. About the project

Urmul Trust is promoting the development of Urmul Natural Dyeing Cluster in the western Rajasthan district of Bikaner, with the support of IMEDF, New Delhi, and Desert Resource Centre. The grant for the entire intervention is coming from Ministry of MSME under its SFURTI scheme. The objective of this three-year programme is to:

- A. Supplementing the incomes earned by 500+ artisans through organized production of high value handmade nautical artefacts.
- B. Setting up of a state of craft facility for the processing, value addition and premium marketing of handmade products to create jobs and boost local economic development.
- C. Develop necessary institutional and governance support systems for facilitating the organized, holistic and sustainable development of the cluster.

Through this proposal, Urmul Trust, seeks an experienced technical consultant/consulting firm to provide consulting services of range - collectively represented as **Technical framework for the Natural Dyeing Unit**. Details of the same as mentioned in the sections further.

B. About Urmul Trust

In the last 35 years, Urmul ecosystem has worked in the desert region of Rajasthan, on a wide range of socio-economic development themes driven by partnerships. These partnerships are with communities, changemakers, facilitating agencies, governments and other stakeholders. Urmul Trust works on participatory, lasting, cost effective and high impact interventions covering a wide range of themes, and addressing 13 SDGs. Teams at Urmul have managed large-scale interventions on livelihoods – farm & non-farm, education, health, girl child, NRM and disaster mitigation. Spread in three verticals - capabilities, rights, and, social businesses - our work reaches out to over 2000 villages.

III. Scope of Work

A. Project Details

The project envisions development of a Common Facility Centre building and supplementing it with machinery and other paraphernalia required to smooth processes setting up pertaining to the natural dyeing and supplementing activities. The proposed Common Facility Centre (CFC) shall include administrative unit, design unit, dyeing unit, warehousing facility along with a training Centre. The machinery and production capabilities of the CFC shall enable the entire investment to evolve as a social enterprise backed by handicrafts development operations and strong market connects.

B. Package of Services required:

The intent of this RFP is to have the firms/individual consultant under consideration specifically address the services required and provide a well-considered price proposal for those services.

Urmul Trust is looking for a "turnkey" approach, where the consultant/consulting firm shall provide the following (not listed in order of preference). The entire set of recommendation be compiled in a consulting report as Technical Framework for the Natural Dyeing Unit:

1. Conceptual inputs and recommendations in the architectural phase of the building development, incorporating the latest thinking in the field concerning machinery, space and process flows.
Total time commitment: 8-12 workdays involving virtual calls and field days with architecture and programme team
2. Specific conceptual inputs in the selection of process driven machinery and techniques for various stages of dyeing process – raw material to finished good - factoring in sizing, kind, and after sales support services.
Total time commitment: 25-35 work days involving research, report compilation, virtual calls with the team and field travel for machinery technical checks and sign-offs. These work-days to be spread in 8 months contract period
3. Inputs/recommendation in selection of solution provider/vendors that should be given an opportunity to bid on the project based on their reputation for quality, their experience, their reputation for on-time and on-budget performance, and their financial credibility.
Total time commitment: 8-10 work days involving research, communications and structured recommendations in written form

4. Anchoring the process of developing the SoPs and other production and product enhancement processes for the entire unit. As an anchor person, the consultant shall be closely working with the programme team and the production team of the business unit and also facilitating the knowledge transfer and training.

Total time commitment: 15-25 work days

5. Review of the bids received to assess the relative merits of each and assist the selection committee with recommendation in awarding the contract.

Total time commitment: 2-5 work days

6. Field Visits to ascertain qualitative execution of various aspects as per the plan of the programme.

Total time commitment: 10-15 work days of total field trips spread in three or four rounds.

7. This consulting assignment is expected to be completed by July 2021.

C: Site Location

Urmul campus

Near Grid sub-station, Bajju village, Bikaner, Rajasthan

D: PRE-QUALIFICATION

1. Consultant/ Consulting firm must have demonstrated prior experience in delivering/undertaking similar assignment to the satisfaction of the selection committee.
2. Bidder must have a minimum working experience of 10 years
3. Is willing to visit the site and spend working days in rural setting, and can commit minimum time of consulting period as mentioned in Package of Services.

IV. Proposal format:

There will be two part to the proposal. A technical and a financial proposal must be submitted separately. Both should be submitted separately duly signed off by bidder.

Part 1: Technical Proposal

1. Provide the following information:

- Legal Name of Firm/Consultant
- Complete address
- Contact person
- Telephone number
- Internet address
- E-mail address
- Tax registration (PAN, GST)

2. Provide a General Statement of Qualifications that responds to the project background information given above.

For your last three projects, provide the following:

- Name of project
- Client contact
- Total project budget

Part 2: Financial Proposal

The components comprising the total price must provide sufficient detail to allow Urmul Trust to determine compliance of proposal with requirements as per TOR of this RFP.

It is to be noted the break-up of price quoted will not influence the evaluation/selection of the proposer. For evaluation/selection, only the total price quoted will matter.

The financial proposal must be duly signed and stamped. The financial proposal must include, but not necessarily be limited to, the following documents. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.

V. Selection of Proposal:

Urmul Trust reserves the right to reject any and/or all Proposals when such rejection is in the interest of the project and the organisation to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the selection committee, in a position to perform the contract. Urmul Trust also reserves the right to waive any information and technicalities in bidding.

Contract will be awarded on the basis of three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Urmul Trust selection committee reserves the right, however, to award contract to its best interest.

Price = 30 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 30 Points. Points will be awarded on the basis of prior experience in performing similar work produced in each of the previous three years; technical and financial resources involved; record of the past job performance.

Prior Experience = 40 points for the prior experience delivering similar assignments.

VI. General conditions:

- A) Each bidder shall carefully examine Bidding Documents and all Addenda or other revisions and thoroughly familiarize himself with the detailed requirements prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omission from Bidding Documents, or should he be in doubt as to their meaning, he shall, at once, and in any event not later than seven (7) days prior to bid date, notify the procurement team at Urmul Trust, who will send written addenda to all bidders. All Addenda sent to bidders will become a part of the Contract Documents. All questions during the bid period shall be directed in writing to **Mr. Rampal Bishnoi**, Head – Procurement Committee, **procurement@urmul.org**.
- B) Interpretations, corrections and changes of the bidding documents made in any other manner will not be binding, and bidders shall not rely upon them.
- C) Changes or corrections may be made in the bidding documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the owner to all bidders. Such addendum or addenda shall take precedence over the portion of the bidding documents.
- D) Prior to submitting a Proposal, each bidder shall examine and thoroughly familiarize with all existing conditions including all applicable laws, codes, ordinances, rules and regulations that will affect his work.
- E) The instructions to bidders are identified as part of the contract documents, which, in their entirety, describe the job by title as: **Technical Advisory Services – Machinery and Processes for Natural Dyeing Unit**
- F) During the programme tenure, all documents furnished to any person, under any conditions, remain property of the Urmul Trust, and shall immediately be returned upon request and, in any case, no later than fifteen (15) days after receipt of Proposals.
- G) In general, all the financial rules of Urmul Trust and the compliances under the SFURTI guidelines for the project shall be applicable overarching to all the contractor & sub-contractors, thereof.

VII: SUBMISSION CHECKLIST

For submissions by courier/ mail:

Outer envelope containing the following forms:	
• Proposal Submission Form	
• Technical Proposal	
• Financial Proposal	

For email submissions:

Technical Proposal PDF sent to the technical e-mail address specified in the Invitation Letter includes:	
• Cover letter	
• Financial Proposal duly signed	
• Technical Proposals including all the support documents (plans, illustrations etc)	
• All the relevant proof of pre-qualification/eligibility	

Please check-off to confirm the below:	
MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD	
THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS.	