

The National Small Industries Corporation Ltd
(A Government of India Enterprise)
“NSIC Bhawan” Okhla Industrial Estate
New Delhi-110020

Document (Terms of Reference)

For

Conducting a study to identify benchmark
for training at NSIC Technical Services
Centres (NTSCs)

Last date of receipt of tender	:	14.08.15 (Latest by 15.00 hrs.)
Date of opening of Technical Bid	:	17.08.15 (16.00 hrs.)
Date of opening of Financial Bid	:	Will be intimated to Qualified bidders through e-mail.

**The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
“NSIC Bhawan” Okhla Industrial Estate
New Delhi-110020**

Ref. No. TECH-86

Dated: 29.07.15

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NOTICE INVITING TENDERS

Sub- **Invitation of bids for conducting study to identify Benchmark for Training at NTSC's.**

National Small Industries Corporation Ltd. (NSIC) is an ISO 9001-2008 certified Government of India Enterprise under Ministry of Micro, Small and Medium Enterprises (MSME). NSIC has been working to fulfill its mission of promoting, aiding and fostering the growth of micro, small and medium enterprises in the country. Over a period of five decades of transition, growth and development, NSIC has proved its strength within the country and abroad by promoting modernization, up gradation of technology, quality consciousness among MSMEs, Incubation, skill development and strengthening their linkages with large enterprises and enhancing exports - projects and products from small enterprises.

It is imperative in the view of the National skills Development Mission that NTSC's render equally effective skill development program in various fields. The skill development program offered by NTSC's varies with location and local economic activity. The NTSC's exists in an educational eco-system with various degrees of competition and therefore need to excel to compete with other institutions offering skill development program, both in the government and private sector.

NSIC intends to conduct the study to identify Benchmark for Training at NTSC's as stated in TOR (Term of Reference). The TOR can be downloaded from NSIC's website www.nsic.co.in

In this regard sealed quotations are invited on two bid system (i.e. Technical proposal and financial proposal) from Government / Semi-Government / Autonomous Bodies / reputed professional agencies / Institutions having experience of conducting study / survey.

Eligibility Criteria for the Applicants

- Bidder must have an experience of 5 years in the similar nature of work.
- Bidder must submit the proof that he has earned minimum revenue of Rs. 50 lacs each year in the last 3 years from the studies / research/ consultancy.
- Bidder must have successfully conducted at least five similar type of studies for PSUs/ Govt Depts. in the last three years.
- Bidder must have conducted two studies of minimum of Rs. 7.5 lacs each in the

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- last financial year (2014-15).
- Attested copies of service tax registration number and PAN No.
 - Copies of Income Tax Return filed for the last two financial years.
 - The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad by any government department / agency in the attached Performa at Annexure -E

Proof for all the above is to be submitted along-with Technical Bid.

Earnest Money Deposit of Rs 25,000/- will have to be submitted by the participating agency in the form of DD and will only be returned after selection of final bidder. However, units registered with NSIC under Single Point Registration Scheme will be exempted from EMD.

Request for Proposal (RFP) should contain quotations in two separate sealed envelopes (marked as 'Technical Proposal' and 'Financial Proposal') should be addressed to the Dy. General Manager (Technology), superscribing as '**Quotation to conduct study to identify Benchmark for Training at NTSC's.**' The quotation must reach at the following address on 14.08.15 by 15.00 hrs.

Dy. General Manager (Technology)
National Small Industries Corporation Ltd.
(A Govt. of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate-III,
New Delhi-110020
Tele. No. 011-26317482

NSIC reserves the right to accept or reject any or all of the quotations received in response to the above referred invitation, without explaining any reason.

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Terms of Reference

1. Background

The National Small Industries Corporation Ltd.(NSIC), a Government of India Enterprises under the Ministry of Micro, Small & Medium Enterprises (MSME), has been working for the development of Micro, Small & Medium Enterprises (MSMEs), throughout the country. NSIC has drawn a strategy to assist MSMEs in enhancing their competitiveness with a set of specially tailored schemes.

Skill Development is one of the scheme through which NSIC provides skilled manpower to Industries as per their requirement. NSIC has vast experience and expertise towards providing quality training ranging from Conventional to Hi-Tech areas with duration up to 2 years. The major area in which NTSCs provides training in following areas:

- i. Conventional Courses like Turner, Fitter Machinist etc.
- ii. Hi-Tech Courses like CAD/CAM/Pro-E, CATIA, CNC, Embedded Systems etc.
- iii. NCVT Courses,
- iv. Sponsored Courses of various agencies

1.1 Salient Features of present Technical Support to Industry

- NSIC is providing various kinds of services to MSMEs which includes Integrated support services to existing MSMEs and assisting aspiring entrepreneurs to set up their own enterprises, which amongst others also include technical support to MSMEs through 'NSIC Technical Services Centres (NTSCs) spread across the country. The range of technical services provided through these Centres include training in Hi-Tech as well as conventional trades, testing, common facilities, energy audit, environment management etc. Most of the training courses are of short term duration i.e. up to three months period. However, the conventional courses (such as fitter, electrician mechanic, surveyor, draftsman etc.) affiliated to NCVT (National Council for Vocational Training) are of long term duration i.e. up to two years period. The computer courses such as O' level, COPA, CCC etc. are affiliated to DOEACC and of six months or one year duration.

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- Training-cum-Incubation Centres (TICs) of NSIC provide an opportunity for first generation entrepreneurs to acquire skill on basic technical trades and gain exposure business skills development, identification of appropriate technology, hands on experience on working projects, project / product selection, opportunity guidance including commercial aspects of business.

2. Objective of the Study

To identify benchmark for training at NSIC-Technical Services Centre (NTSCs).

3. Scope Of Assignment

- To understand NTSC's training system in the existing Centres located at Aligarh (U.P, Chennai (Tamilnadu), Howrah (West Bengal), Hyderabad (Telangana), Okhla (New Delhi), Rajkot (Gujarat) and Rajpura (Punjab).
- To identify other agencies / departments engaged in training.
- Comparative analysis of training programme with similar training programme of other government departments / private players.
- To identify & assess the best practices followed by the industry with respect to training in the country.
- Carry out SWOT analysis for training system prevalent in the NTSCs.
- To suggest benchmark for Training at NTSCs.

4. Methodology for conducting the study

- Collection of data regarding similar training programme of other Govt. department /private players and study the market conditions through secondary / primary research.
- Meeting the trainees of NTSCs (ongoing / passed out), other agencies engaged in similar training activity and collection of primary data through questionnaire by way of personal interaction with concerned persons.
- It should be ensured that the sample size of the study is at least 500 students selected in such a way that it constitute a representative sample of training offered by NTSCs. In addition to this at least 5 companies recruiting trainees of NTSCs be also contacted for the study.

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- Analyzing the data so received and evaluating the same in terms of objectives/ scope/ study as mentioned above
- Preparation and submission of draft report and PowerPoint presentation.
- Submission of final report along-with presentation to the Board/ Ministry.

5. Time Schedule & Reports

The study is to be completed within 10 weeks from the date of award of assignment. It is expected that the following assignment schedule for reporting may be adhered to:-

S No.	Project Activity	Weeks									
		1	2	3	4	5	6	7	8	9	10
1	Desk Research & Finalization of questionnaire in consultation with NSIC	√	√								
2	Field survey & Data Analysis			√	√	√	√	√	√		
3	Preparation & Submission of draft report and Power Point Presentation.									√	
4	Submission of final report and PPT within 1 week of acceptance of Draft Report by NSIC. In addition, the bidder will be required to give presentation in the Ministry										√

6. Time Schedule

The assignment is to be completed in three stages as described below:-

Phase- 1 (1st -2nd Week):- Data collection through secondary /primary research.

Phase-II (3rd – 8th Week):- During this phase field survey is to be carried out by way of interaction through personal visit, interviews and meeting with trainees. The analysis of the data is to be completed in terms of the objectives/scope of the study.

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Phase-III (9th -10th week):- Draft report and PPT is to be prepared and submitted to NSIC for its comments. On the basis of the comments of NSIC on the draft report, the final reports is to be prepared and submitted within a week of acceptance of draft report. A PowerPoint presentation also needs to be submitted / made to NSIC / Ministry of MSME.

7. Deliverables

- a.** 2 copies of draft report to be submitted within nine weeks from the date of assignment of work and a presentation is to be made before the officials of NSIC.
- b.** 5 copies of final report along with soft copy within one week from the date of acceptance of draft report. A PowerPoint presentation on the final report is to be made before NSIC officials.
- c.** Consultant will be required to give a PowerPoint presentation on the report at the Administrative Ministry

8. Data to be provided by NSIC

- A list of Training Centre of NSIC with contact details of official handling the training activity and details of training programme offered by NTSCs will be provided to the selected agency at the time of conducting the survey.
- The contact detail of the trainees will be provided by the respective NTSCs.

9. Eligibility Criteria for the Applicants

- The Bidder should be a registered Firm/ Company etc. with PAN Number and Service Tax Number and should be an Income Tax Assesse.
- The Bidder must be in existence for more than 5 years in the similar nature of work.

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- Bidder must submit proof that he has earned minimum revenue of Rs.50 lacs each year in the last 3 years from the studies/research/consultancy.
- Bidder must have successfully conducted at least 5 similar studies for PSU/ Government Departments in the last three year.
- Bidder must have conducted two studies of minimum of Rs.7.50 lacs each in the last financial year i.e. 2014-15.
- Copies of Income Tax Returns for Last two financial year.

Proof for all the above is to be submitted along-with Technical Bid.

10. Penalty

Any delay in submission of draft report by the agency (unless a written permission is accorded by NSIC), will attract a penalty of 5% of the contract value per week subject to a maximum of 25% of the amount of the contract.

11. Payment

- 20% of the payment will be made to the agency on submission of first draft report.
- 30% of the contract value shall be paid upon submission of draft of final report.
- Balance 50% payment will be released to the agency on acceptance of final report by the Competent Authority and submission of complete invoice in duplicate to NSIC.

12. Other Terms and Conditions

- i. The assignment should be completed within the stipulated time in the Award letter. Delay in submission of the report beyond the stipulated time will attract penalty as mentioned above. For factors beyond the control of the agency, suitable extension in time may, however, be granted at the written request of the agency. However, the decision of NSIC shall be final and binding on the agency.

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- ii. The total fee for the study to be quoted by the agency will include service tax and other taxes, if any and all other expenses to be incurred during the course of conducting the survey. The liability of payment of the tax shall be of the agency conducting the study. TDS will be deducted, as per rules, from the payment released.
- iii. The draft/ final reports and the contents thereof would be the intellectual property of NSIC and would not be published by the concerned agency without prior approval of NSIC.
- iv. If the performance of the agency during the conduct of the study is not found to be satisfactory, the award of the assignment can be terminated and the amount already paid to the agency shall be recovered.
- v. The raw data/ processed data/ findings should not be disclosed by the agency to any third party without prior approval of NSIC.
- vi. Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favor of "National Small Industries Corporation Ltd.", payable at New Delhi will have to be submitted by each tender participating agency. However, parties registered with NSIC(SPRS)/DICs(EM Part-II) will be exempted from EMD on submission of copy of said registration along with Technical Proposal.
- vii. The earnest money of the successful bidder will be converted into security deposit. In case the successful bidder is exempted from earnest money deposit, the bidder has to submit the security deposit within the 7 days from the date of conveying the approval for the work.
- viii. The validity of the Offers including charges for the study must be for at least six months from the date of tender opening.
- ix. The agency should not sublet the complete assignment or part thereof to any other agency. The subletting of complete assignment or part thereof would liable to cancel the contract and forfeiture of EMD deposit

13. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- Made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirement at above.

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- Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delay in completion, litigation history or financial failure etc.
- Their business banned by any central / state govt., departments / public sector undertakings or enterprises of central / state govt.
- Not submitted all the supporting documents or not furnish the relevant details as per the prescribed format.
- Conceal any information required to be furnished as per the offer conditions or make misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.
- No condition / deviation which is either additional or in modification of the offer conditions shall be included in the offer. If the offer contains any such condition or deviation from proposed condition, the offer is liable to be rejected.
- Record of adverse performance of the bidder such as termination of contract awarded to him and completion of balance works at his risk and cost / banning of business with the bidder by any of the central / state govt., departments / public sector undertakings or enterprises of central / state govt. will weigh against the qualification of the bidder for the award of the contract and may lead to rejection of the offer.
- NSIC does not bind itself to accept lowest or any other offer and reserves the right to reject lowest or any or all offers without assigning any reasons whatsoever. Decision of NSIC shall be final and binding on the entire bidders.
- NSIC further reserves the right to cancel the bidding process at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders on account of NSIC's such action.

xxx--xxx

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Annexure A

CONSULTANT'S ORGANISATION AND EXPERIENCE

A – Consultant's Organisation

[Provide here a brief (note more than two pages) description of the background and organization of your entity and each associate, if any, for this assignment.]

B – Consultant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the one requested under this assignment.]

1. Assignment name: value of the contract (in Rs.)

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

2. Assignment name : value of the contract (in Rs.)

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

3. Assignment name : value of the contract (in Rs.)

- I. Name of associated Consultants, if any Country :

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- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

4. Assignment name : **value of the contract (in Rs.)**

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

5. Assignment name : **value of the contract (in Rs.)**

- I. Name of associated Consultants, if any Country :
- II. Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader Location within country :
- III. Narrative description of Project
- IV. Description of actual service provided within the assignment

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Annexure B

I General Description of Team

Sr. No.	Name of Team Leader & Staff	Position	Input (Staff-months)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note: CV of the Team Members to be provided in the format given at **Annexure B-I**.

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Annexure B-I

**CURRICULUM VITAE (CV) OF PROPOSED
PROFESSIONAL STAFF FOR THE ASSIGNMENT**

1. Proposed Position [only one candidate shall be nominated for each position]:-

2. Name of Entity [Insert name of entity proposing the staff]:_____

3. Name of Staff [Insert full name]:

4.Date of Birth:_____

Nationality:_____

5. Education:[Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

6. Membership of Professional Associations:

7. Publications (Indicate books, research papers and other articles published in reputed journals).

8. Other Training(s) : [Indicate significant training since degrees under 5 – Education were obtained]:

9. Countries of Work Experience : [List countries where staff has worked in the last ten years]:

10. Employment Record:[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]:_____ To [Year]:_____

Employer:_____

Positions held:_____

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11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10].

Name of assignment or project _____

Year _____

Location _____

Client _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

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Annexure C

CONSULTANT'S FINANCIAL PROPOSAL

(A)	Cost of the Study/Survey/Research Paper : Rs (based on team and staff inputs and all necessary activities as per TOR)	Rs.
(B)	Service Tax	Rs.
(C)	Total Cost (a+b)	Rs.

Rupees in words : _____

Note : No separate payment towards overheads, equipment, accommodation, procurement of primary and /or secondary date, necessary travel (if any), etc. shall be allowed.

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FORMAT FOR AGREEMENT

AGREEMENT

THIS AGREEMENT is entered into this/...../2015 between the National Small Industries Corporation Ltd. (NSIC) (a Government of India Enterprise) having its principal place of business at NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020

And

M/s.....("the Consultant") having its principal office located at acting through shri.....

WHEREAS, the NSIC wishes to have the Consultant perform the study to identify benchmark for training at NSIC Technical Services Centres (NTSCs) hereinafter called Assignment

AND WHEREAS, the Consultant is willing to perform this Assignment, NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. Services:-

- (i) The Consultant shall perform the assignment specified in "Terms of Reference which is an integral part of this Agreement.
- (ii) The Consultant shall provide the details of personnel listed in Annex B, "Consultant's Personnel," to perform the Assignment.
- (iii) The Consultant shall submit to the NSIC the reports in the form and numbers and within the time periods specified in clause no 5,6 & 7 of TOR.

2. Term :-

The Consultant shall perform the Assignment within ten weeks from the date of this Agreement], or any other period as may be subsequently agreed by the parties in writing, subject to liquidated damages for the delay attributable to the Consultant as indicated in clause 12 of this agreement.

3. Payment :-

- A. Ceiling :- For the Assignment, the NSIC shall pay the Consultant the sum of [insert amount]. This amount includes all of the Consultant's costs and deliverables as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments: The schedule of payments is specified below

- i. 20% of the payment will be made to the agency on submission of first draft report.
- ii. 30% of the contract value shall be paid upon submission of draft of final report.
- iii. Balance 50% payment will be released to the agency on acceptance of final report by the Competent Authority and submission of complete invoice in duplicate to NSIC

C. Payment Conditions :-

- (i) Payment on signature of this Agreement shall be made against a bank guarantee of equivalent amount from a Scheduled Bank in favour of the NSIC _____ till receipt of the draft report from Consultant and acceptable to the NSIC.
- (ii) Final payment shall be made not later than 6 weeks, following submission by the Consultant of complete invoices in duplicate to the NSIC whichever is later.

4. Project Administration:-

Coordinator The NSIC designates Shri Sanjay Rautela, DGM, as the NSIC's Coordinator; for this Assignment. The Coordinator will be responsible for the coordination of activities under this Agreement, for acceptance and approval of the reports and of other deliverables by the NSIC and for receiving and approving invoices for the payment.

5. Performance Standards

The Consultant undertakes to perform the Assignment with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly but not later than ___ days replace any employees assigned under this Contract that the NSIC considers unsatisfactory.

6. Confidentiality :-

The Consultant shall not disclose any proprietary or confidential information relating to the Services, this Agreement or the NSIC's business or operations without the prior written consent of the NSIC.

7. Ownership of Material :

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the NSIC under the Agreement shall belong to and remain the property of the NSIC. The Consultant may retain a copy of such documents and software for the purpose of this Agreement.

8. Insurance :-

The Consultant will be responsible for taking out any appropriate insurance coverage at its own cost.

9. Re-Assignment :-

The Consultant shall not re-assign this Agreement or sub-contract any portion of it without the NSIC's prior written consent.

10. Dispute Resolution :-

Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration to an arbitrator nominated by the Chairman cum Managing Director, NSIC Provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.

11. Events of Default

- (i) Delay in furnishing of any report within the period mentioned for in clause no 5,6 & 7 of TOR. Provided that there shall not be default for the period of Force Majeure and delays solely attributable to the NSIC.
- (ii) Any report being non-acceptable to the NSIC for lack of professional quality.
- (iii) Breach of any of the terms of this Agreement.

12. Consequences of Default :-

- (i) On the occurrence of any of the event of default on the part of Consultant, the NSIC may terminate this Agreement and claim refund of any money paid or invoke the bank guarantee and refuse to make any more payment.
- (ii) In case of default being limited to delay only not exceeding 5 weeks, the NSIC, may in the alternative, claim the agreed liquidated damages @ 5% of the amount of contract for every week of delay, not exceeding in any case 25% of the amount of contract. The amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the Consultant.

13. Force Majeure :-

The Parties shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the contract by an event of Force Majeure. A party claiming relief on this account shall immediately on becoming aware of Force Majeure event give notice to the other party disclosing the manner in and the period during which performance of its obligation is likely to be affected.

For the purpose of the Agreement Force Majeure means Acts of God, wars or similar action affecting India Civil Commotions or general strike (excluding by its own employees) lying beyond the reasonable control of the affected Party.

14. Notice :-

The address of the Parties for all communication is :

NSIC : National Small Industries Corporation Ltd.
NSIC Bhawan, Okhla Industrial Estate,
New Delhi-110020

Consultant : M/s.

All notices with the aforesaid address sent by pre-paid registered-post or speed post or sent by fax with confirmation of its delivery or email shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at the addressee's end.

Any change of address will not be valid unless acknowledged by the other party.

IN WITNESS WHEREOF, the representatives of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this __ day of _____

For and on behalf of the

For and on behalf of the

The National Small Industries Corporation Ltd.

Signed by _____ Signed by _____

Designation: _____ Designation: _____

In presence of _____ In presence of _____

Annexure-E

FORMAT FOR SUBMISSION OF UNDERTAKING BY BIDDER

(To be submitted by the bidder on their letter head)

To,
Dy. General Manager-(Tech.)
National Small Industries Corporation Ltd.,
(A Govt. of India Enterprises)
NSIC Bhawan, Okhla Industrial Estate-III,
New Delhi – 110020

Subject :-Submission of bid for the Expression of Interest (EOI) invited for the Study to identify benchmark for training at NSIC Technical Services Centres (NTSCs)

Sir,

1. The undersigned having read and examined in details all the terms and conditions as specified in Terms of Reference (TOR) for engaging agency / consultants for the study to identify benchmark for training at NSIC Technical Services Centres (NTSCs) and hereby confirm with acceptance to comply without any deviation.
2. I/we the undersigned, certify that I/we confirm that consent of acceptance to the contents of agreement as placed at **Annexure - D** of TOR document and agreed to sign on demand.
3. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
4. After having gone through the clauses and terms and conditions of the TOR on the subject cited above, we agree to abide by the terms and conditions, contained in the TOR document and enclosing herewith EMD of Rs. 25,000/- in the shape of Bank Draft bearing No. _____ dated _____ drawn on _____(Bank) in favour "National Small Industries Corporation Limited" payable at New Delhi.
5. The Complete details of my office is placed under for your record to exchange of communications pertaining to above assignment:
 - a) Name of the Consultancy Agency:
 - b) Address, telephone/Fax (with STD), Email details etc.
 - c) Name, Designation and Address of the contact person to whom all references shall be made regarding this TOR.
 - d) Telephone / Fax (with STD code), Mobile No., E-mail of the contact person.
6. Confirm myself is authorized to sign and submit the document(s) on behalf of my organization.

Dated :

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER WITH ADDRESS.

22

Signature & Seal of Bidder

Format of covering letter

Ref. No.:.....

Date:.....

Dy. General Manager (Tech)
National Small Industries Corporation Limited
NSIC Bhawan,
Okhla Industrial Estate,
New Delhi-110020.

Ref.: Tender No SIC/HO/TECH/Benchmarking/15-16 dated 29.07.15 for conducting a study to identify benchmark for training at NSIC Technical Services Centres (NTSCs)

Dear Sir,

With reference to above tender notice, we are submitting herewith our offer for above as per following documents:

1. Technical bid in prescribed format as Annexure-A,B,B1 & E in sealed envelope no.1 along with enclosures as detailed in point no. 9 of TOR (No financial figures should be mentioned directly or indirectly in technical bid).
2. EMD for Rs.25,000/- in the form of Demand Draft in favour of "National Small Industries Corporation Limited" payable at New Delhi along with technical bid in an envelope marked "EMD" placed inside sealed envelope no.1.
3. Financial bid in prescribed format as Annexure-C in sealed envelope no.2.

We hereby agree to fully abide by all the terms & condition of this tender.

Thanking you,

Yours faithfully,

Name.....
Designation.....