

**State Office  
Khadi & Village Industries Commission  
GMS Road, Kanwali, Dehradun 248001 (UK)**

Cost Rs. 1000/-

**TENDER DOCUMENT**

The schedule of tender acceptance and opening are as under

Date of Tender Issue	29 <sup>th</sup> Nov 2018
Last date of submission of EOI	21.12.2018
Pre Bid Meeting of EOI submitting agency	08.01.2019
Last date of obtaining the tender	15 <sup>th</sup> January, 2019 1.30pm
Last date of Tender submission:	15 <sup>th</sup> January, 2019 2.30pm
Opening of Technical Bids	15 <sup>th</sup> January, 2019 3.00 PM
Opening of Financial Bids	15 <sup>th</sup> January, 2019 3.00 PM

Brief for Empanelment of Agency for Physical verification of PMEGP units

**Background**

Ministry of MSME has launched Prime Minister's Employment Generation Programme (PMEGP) which is being implemented through KVIC, KVIBs and DICs in urban and rural areas. Under the scheme unemployed beneficiaries in rural areas may set up the project upto Rs. 25.00 lakhs by availing Bank Finance through Public sector banks as well as cooperative and private banks in the country. KVIC will be extending Margin Money subsidy ranging from 15-35% depending on the financial range of the project and the social category of the beneficiary. Scheme details of PMEGP may be seen on our KVIC website -www.kvic.org.in.

2. As a part of the scheme, before Margin Money subsidy is adjusted in the account of the beneficiary, KVIC is required to conduct physical verification of the unit to confirm whether the unit is set up as per the norms of the schemes and is working satisfactorily. In case it is found that the unit is not working as per the norms of the scheme, then the margin money is called back by KVIC. Otherwise it is adjusted to the account of the beneficiary. KVIC had been conducting physical verification through its technical staff in the field. **The projects sanctioned in Uttarakhand State 1136 units for the year 2015-16 and 1345 units of 2016-17** In view of the large number of projects expected under PMEGP and the inadequate staff available, it is proposed to go in for outsourcing agency for this activity which could be conducted in a professional manner by a competent agencies having the required capacity and infrastructure facilities. The physical verification will be conducted by the selected agency for the State and KVIC reserves the right to restrict the agency from taking up the assignment in more than

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one State. The agency may bid for Uttarakhand State as per its capacity & infrastructure.

**Role of the Agency**

- (1) The agency will have to conduct 100% physical verification of the PMEGP units located in urban and rural areas in the State (list will be provided by KVIC/KVIB/DIC). The physical verification will be conducted to confirm whether the unit is working as per norms of KVIC and is working satisfactorily. Format for physical verification will be provided by KVIC, which is enclosed.
- (2) The format will be finalized jointly by KVIC and the agency which shall be as per the requirement of KVIC.
- (3) The agency has to arrange for field staff for the physical verification and has to ensure obtaining of all required information as detailed in the format for each of the unit physically verified including photographs of the unit and Bank statement of the beneficiary account.
- (4) The physical verification shall also include certain information from the concerned financing banks in the area and obtain signed statement from the unit holder as well as the Manager of financing bank.
- (5) The agency will also submit its analytical report on the physical verification to KVIC including alongwith all the fields in formats of the verification for PMEGP units.
- (6) Since the physical verification is a confidential exercise, secrecy of the exercise must be maintained by the concerned agency and hence not even part of the exercise shall be divulged.
- (7) The exercise is time bound and is to be completed as per the time schedule prescribed by KVIC.

**Eligibility of Agency**

1. The agency will be identified for Uttarakhand State for this activity of physical verification.
  2. The agency may belong to any of the following categories:-
    - (1) National/State level Govt. agencies dealing in evaluation studies, technical consultancy, surveys etc., having infrastructure and capacity for physical verification in rural and urban areas including remote and inaccessible areas in the States.
    - (2) Autonomous or statutory organization funded by State/Central Govt., having requisite experience and capacity for conducting physical verification in rural areas in the state including institutes/organizations promoted by public sector banks like NABARD etc.
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- (3) The above organizations should have atleast 5 years of existence and should have experience at grass root level in survey and evaluation study in rural and urban areas.

**Scope of the project**

The total No. of units to be physically verified in the state is expected to be around 1136 numbers, number of units may increase. On an average, the units to be verified per district will be in the range of 46 to 121 numbers per district. In the district U.S.Nagar, Dehradun, Haridwar and Nainital may be more.

**Method of Selection :**

1. Initial Scrutiny : Based on the essential criteria, initial scrutiny of application will be done to verify whether applicants are fulfilling basic requirements for the assignment.
2. Technical Appraisal : The applicant will be required to make presentation at Dehradun or at any place decided by state office KVIC Dehradun at their own cost with their company profile, experience and also the methodology to be adopted for conducting the assignment. The eligible agencies will be suitably informed about the presentation should by post/e-mail or phone. Technical appraisal of the agency will be done considering their work experience, presentation, profile, methodology and rootmap. The short listed agencies shall qualify for opening of financial bid.
3. **Financial Appraisal** : The applicants who have been short listed after the technical appraisal will qualify for opening of their financial bid and other things remaining same, the agency which has quoted lowest rate, will be finalized. KVIC, however, reserves the right to reject any or all applications without assigning any reason.
4. **Negotiations/Award of Contract :-**
  - (i) Before the award of work, KVIC, if decides, may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offer has achieved highest combined technical and financial score. The aim is to reach agreement on all points and sign a contract.
  - (ii) The negotiations will conclude with a view of the draft form of the contract. After negotiations, KVIC and the firms will initial the agreed contract. If negotiations fail, the KVIC will invite the bidder whose proposal received the second highest score to negotiate a Contract, failing which the Commission may invite the next 3<sup>rd</sup> ranked bidder to negotiate and sign the agreed contract.

**(5) How to apply :**

- (i) The agencies/organizations should send their profile, relevant work experience etc. in the prescribed format (Annexure-I) alongwith
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supporting documents and testimonials for a technical appraisals by KVIC in a cover superscripted, "Technical bid".

The financial bid will have to be furnished in a separate cover which will be superscribed "Financial bid" as per Annexure-II.

**(6) Period of empanelment :**

The agencies will be empanelled for a period of one financial year and the empanelment can be reviewed and extended further by KVIC provided their work is found satisfactory.

**(7) Earnest Money Deposit :**

The applicant agency shall furnished an **EMD of Rs. 50,000/-** in favour of PMEGP Backward & Forward Account payable at Dehradun alongwith its technical bid which will be interest free. It will be refunded to agency in case it is not selected for the assignment. The EMD will be forfeited in the event the agency does not execute the assignment satisfactorily.

Offers without EMD are liable to be rejected.

**(8) Agreement :**

The agency will have to enter into an agreement with KVIC. The copy of the agreement shall be made available by KVIC to the selected agencies and executed before assigning the work.

**(9) Payment Schedule :-**

<b>Installments</b>	<b>Particulars</b>
First Installment	40% of the fee at the time of commencement of the physical verification work i.e after the presentation/meeting in respect of road map for physical verification of PMEGP units with KVIC
Second Installment	35% after submission of the interim report copies each of the interim report(including executive summary) and acceptable to KVIC
Third Installment	15% on submission of the final report
Fourth and final installment	10% after approval of final report by KVIC

**(10) Cost of Tender**

Rs.1000/- is payable towards cost of this tender Document in the form of Demand Draft of any Nationalized Bank drawn in favour of State Director, KVIC payable at Dehradun and is to be enclosed with the Technical Bid. Tender can be purchased by paying cash or demand draft and entered in technical bid.

**(11) Settlement of Dispute**

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In case of any dispute, the matter will be first tried to be resolved amicably through arbitration, failing which to have legal recourse, the jurisdiction shall be High Court, Nainital (Uttarakhand state).

**(12) Termination of Contract**

At any point of time if KVIC finds that the performance of the agency is not satisfactory and as per requirement, KVIC reserves the right to terminate the contract and award the same to any competent party. The loss/damage suffered by KVIC, total amount paid as first installment and EMD paid by the party will have to be forfeited alongwith interest. Such agency will be black listed by KVIC.

**(13) Indemnity clause**

The Agency will indemnify KVIC towards any damage, loss expenditure that may arise due to any wrong deeds or misrepresentation or non performance by the Nodal Agency and KVIC will be in no way responsible for any acts or omission committed by Nodal agency.

**(14) Other points**

1. The loan statement copy of each unit to be obtained from Bank invariably.
  2. The format of physical verification will be filled properly with justification point to point and submit in duplicate.
  3. At least 3 Photographs of the each unit to be submitted.
  4. The Average utilization of certificate of WC/CC, accordingly eligibility of Margin Money Grant must be mentioned and also recoverable amount of Margin Money must be shown in the Physical Verification report.
  5. The Signature of the beneficiary and Bank official must be obtained on format.
  6. Copy of EDP Certificate.
  7. The verifying officer may take information from agency like KVIC, KVIB & DIC if required.
  8. The interim report will be submitted within 3 months.
  9. The final report will be submitted within 6 months.
  10. 20 hard copies and 50 CD,s of final report to be submitted.
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Annexure – I

TECHNICAL BID FOR CONDUCTING PHYSICAL VERIFICATION  
OF PMEGP UNITS OF KVIC

1	General	
(i)	Name of the Agency/Individual	
(ii)	Registered / Corporate Office Address	
(iii)	Address for communication (including fax an e-mail)	
(iv)	Name of the Co-ordinator for contact purpose	
2	ORGANIZATION	
(i)	Year of Registration	
(ii)	Year of operation	
(iii)	Brief details of Head Office and field/ branch offices	
(iv)	Organizational chart	
(v)	Profile of the organization in brief	
	(For point No. (iii), (iv) and (v), separate sheets may be enclosed	
3	MANPOWER	
(i)	Technical Head office	

	Branch	
(ii)	Administrative Head office Branch	
(iii)	Whether a team of manpower is exclusively there for undertaking economic survey / study. If yes, a brief details of the numbers / educational qualification and average age group.	
(iv)	A brief bio-data of the co-ordinator proposed for undertaking the study	
4	PAST EXPERIENCE	
(i)	Total no. of survey/studies conducted till date	
a)	All India Level	
b)	Zonal Level	
c)	State Level	
ii)	Whether the agency has any work experience in rural areas, other survey / studies? If yes, please give brief details threof.	
iii)	Brief details of major clients	
5	Proposed plan of action envisaged by the organization for completing the study within time frame.	
6	Any other relevant information the agency /individual has to provide being relevant to the study?	

Date

Signature of  
Bidder with seal

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**FINANCIAL BID**  
**FOR CONDUCTING PHYSICAL VERIFICATION**  
**OF PMEGP UNITS OF KVIC**

Name of the State:-Uttarakhand

Sr. No.	Name of the District	No. of units of <b><u>2015-16</u></b>	No. of units of <b><u>2016-17</u></b>	Cost of per unit	Total Cost of Physical Verification per unit per District including reporting, monitoring charges etc..
1	Almora	112	154		
2	Bageshwer	119	111		
4	Chamoli	105	105		
3	Champawat	92	137		
5	Dehradun	112	119		
6	Haridwar	56	80		
7	Nainital	98	111		
13	Pauri	72	89		
9	Pithoragarh	121	114		
8	Rudraprayag	81	83		
12	Tehri	60	84		
10	U.S. Nagar	46	57		
11	Uttarkashi	62	101		
<b>Total</b> (Inclusive of all taxes etc.)		<b>1136</b>	<b>1345</b>		

\* The above cost includes all taxes and no enhancement is allowed.

Date

Signature of the  
Bidder with seal