

On behalf of the
Office of the Development Commissioner (Handlooms),
Textiles Committee, being the Implementing Agency invites

Expression of Interest (EOI)

From

Software Consultancy Organizations

For developing Mobile and backend web application for Handloom
Mark Scheme

Issuing Authority

Secretary

Textiles Committee

Head, Implementing Agency for
Handloom Mark Scheme

Textiles Committee

Ministry of Textiles,

Government of India

P Balu Road, Prabhadevi,

Mumbai – 400025

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INTRODUCTION:

The 'Handloom Mark' is a symbol of rich legacy and tradition of the Indian Handloom Textiles. The mark is aimed to promote the brand of handlooms and develop a niche market for the handloom textiles with distinct identity. The mark is also a symbol of social cause to promote the livelihood, welfare and growth of more than 6.5 million workers. This will enable the age old traditional handloom industry to cherish their skills/craftsmanship and sustain in the competitive market.

About Handloom Mark (HLM) Scheme

Handloom Mark is the Government of India's initiative to provide a collective identity to the handloom products in India and can be used not only for popularizing the hand woven products but can also serve as a guarantee for the buyer that the product being purchased is genuinely hand woven from India. The Handloom Mark would therefore be hallmark of passionate creative work that defines the product with clarity, distinguishes it from competition and connecting it with customers, To support the above features, the 'Handloom Mark' is specially developed with the logo and unique coding, establishes only the origin or the source of production and connecting with customers. The scheme has shown commendable progress and has been widely accepted by the weavers of all the major handloom clusters. All type of stakeholders including the individual weavers, master weavers, primary cooperative societies, Apex Handloom societies, retailers and traders, manufacturer exporters and merchant exporters are the registered users of the Handloom Mark. Till date, more than 5 core products are tagged with Handloom Mark Label are marketed in the domestic and well as the international market.

Handloom Mark Scheme is run by the Office of the Development Commissioner (Handloom) and is implemented by Textiles Committee.

About Office of the Development Commissioner Handloom

Development Commissioner for Handlooms is functioning under the Ministry of Textiles. Development Commissioner (Handlooms) office is assisted by 28 WSCs function across the country. Weavers' Service Centers play a pivotal role in skill up-gradation, capacity building and disseminating the technological interventions for reducing the drudgery to the handloom weavers and better productivity, thereby improving earning of the weavers. They provide design input to the weavers through their designers, arrange training programmes for the weavers in various pre weaving , weaving and post weaving disciplines such as winding, warping, sizing dyeing, dobby jacquard pneumatic weaving, design making (CAD), dyeing, etc. WSCs also sponsor weavers in various trade fairs, Expos, to help them in establishing direct market linkages. Office of Development Commissioner (Handlooms) also oversees implementation of Handlooms (Reservation of

Articles for Production) Act, 1985 through its Enforcement Wing, with the regional offices at Chennai and Ahmedabad.

About Textiles Committee

The Parliament in its 14th year of the Republic enacted the Textiles Committee Act, 1963 (41 of 1963), which received the President's assent on 3rd December, 1963 and was published in the Gazette of India on December 4, 1963. The Textiles Committee, as an organisation, started functioning from 22nd August, 1964. By virtue of Section 3 of the Act, the Textiles Committee is a statutory body with perpetual succession. The Textiles Committee is under the administrative control of the Ministry of Textiles, Government of India.

The Textiles Committee's main objective is to ensure the quality of textiles and textile machinery both for internal consumption and export purposes. The Textiles Committee, as corollary to its main objective of ensuring the quality of textiles and textiles machinery has been entrusted with the following functions, under Section 4 of the Act:

- To undertake, assist and encourage, scientific, technological and economic research.
- To establish standard specifications for textiles, textile machinery and the packing materials.
- To establish laboratories for the testing of textiles and textile machinery.
- To provide training in the techniques of quality control.
- To provide for the inspection and examination of textiles and textile machinery.
- To promote export of textiles.
- To collect statistics and
- To advise the Central Government on all matters relating to textiles and textile machinery, etc.

The Committee's headquarters is at Mumbai. There are 29 other offices in major textile manufacturing/exporting centres, of them 18 have textile testing laboratories, including 9 eco-parameters testing laboratories.

About the Project

The Office of the Development Commissioner (Handlooms) proposes that the implementing agency viz., Textiles Committee computerize the operation of the Handloom Mark Scheme. This would enable a seamless experience to all the stakeholders

besides bring in efficiently, transparency and accountability in the operation of the Scheme.

DETAILED INTENT & OBJECTIVES, SCOPE OF WORK

Intent and Objectives

1. Efficient project management, effective & transparent monitoring of Handloom Mark Scheme across India. To Increase the efficiency, reliability and pace in the processes/mechanism involved and movement of information, availability of labels etc.
2. To maintain a centralized database consisting of all information and integrate all the functional areas so that all relevant information is always available with latest & updated information online. This will also ensure accuracy, completeness and consistency of the information and projects. Further enable data exchange with National Handloom Census database.
3. Improvement in the quality of reports & provide Real time monitoring of implementation
4. To ensure accountability, transparency in all the processes ensuring better coordination mechanism involved in implementation & its record keeping
5. Creation of digital database of the Scheme and MIS generation Dashboard & Graphical representation- Pie Chart, Histogram, Bar Chart etc. at various levels viz. National level, State level, District level, etc. as per the requirement of Textiles Committee/Officer of DC(HL)
6. To introduce security features using QR code to interact and engage end users/customers of the label
7. Data backup and archival/retrieval.
8. The application must provide interface to different users with differential rights to enter the information pertaining to them.
9. The application must be able to send email and SMS to respective registered user to enter/ update the relevant information.
10. Capture all the legacy data

11. The mobile app would be developed in ten languages viz., Hindi, English, Urdu, Bangla, Assamese, Odiya, Kannada, Tamil, Telugu and Malayalam.
12. Develop on major mobile platform viz., android, ios, & windows.
13. To refresh technology of existing hardware to current levels to support above activities from all regional offices

Broad Contours of the Application features

Streamlining the HLM Registration allotment

1. Improve overall cycle time.
2. Reduce unnecessary processing time by increasing efficiencies in applicant data entry, tracking, and information retrieval.
3. Provide appropriate forms to the stakeholders for registration and pre-populating them with data from National Handloom Census database based on unique id like Aadhaar/ Mobile Number
4. Save the details of the incomplete registration and allot temporary credentials so that the returning user can continue from where he/she has left.
5. Have a document source list/generator for standard client communications such as Registration letter for provisional & regular allotment, Label entitlement letter, Confirmation of HLM registration, Cancellation of HLM Registration, Rejection of application, Contract/Agreement etc.
6. Provide online status of the application/registration
7. Online receipt of application fees

HLM Onsite Verification activities

1. Improve the format of the information and data received from applicants to allow for valid and effective evaluations of an applicant's credentials through online verification and aid the onsite verification process.
2. Scheduling onsite verifications using a least cost route and minimizing resources
3. Create a calendar with the verification activities for individual, originating office and the head office
4. Geo-tagging the site by the Validating the user on the basis of Aadhaar by the assessor during onsite verification.
5. Creation of onsite verification report.

6. Follow up on the onsite verification report.

Label Management

1. Maintaining a data base of applicants with historical data which can be accessed and queried.
2. Have a ready source/data base of Label inventory across the regional offices.
3. Transfer Label inventory from one regional office to another.
4. Raise an indent for Labels by user/regional office.
5. Allot labels to the registered users after automatic verification of entitlement and label off take, match against indents.
6. Generation of packing slips /shipping labels for the dispatch of labels.
7. Maintain inventory levels.
8. Provide chain of custody details for the HLM Labels based on their unique identity.
9. Online receipt of label charges.

Reporting

1. Real time Dashboard with Key Performance Indicators (KPI) to provide easily customized, real-time reporting/analytics features to staff and management.
2. Provide applicant status reports and updates through the life cycle
3. Provide the label history by providing the unique label number.
4. Provide inventory levels at different locations

General

1. Legacy data pertaining to 17,400 HLM users and 8,20,00,000 labels to be captured in the application.
2. Role based access to the application
3. Application to be accessible on major platforms like android, ios and windows
4. Application to support 10 languages viz., Hindi, English, Urdu, Bangala, Assamese, Odiya, Kannada, Tamil, Telugu and Malayalam
5. Concept of maker and checker for all critical process
6. Audit trail of all processes
7. Safe to host Security certification from Cert-in empanelled firm/organisation.

8. Guidelines for Indian Government Website (GIGW) compliant with Standardisation Testing and Quality Certification (STQC) certification

Expression of Interest (EOI)

Through this EOI, Textiles Committee is interested in short listing qualified Information Technology Consultancy Organizations, for providing the IT based services for Design, Development & Implementation of mobile and backend web application

- Textiles Committee invites Expression of Interest (EOI) from qualified Information Technology Consultancy Organizations, (hereinafter referred to as “firms/organisation”) with experience in successfully executing similar projects. The shortlisted firm/organisations shall be provided with further opportunities for interaction with Textiles Committee to study and submit a detailed technical and financial proposal for the objectives set forth in this EOI document.
- The selection of the successful firm/organization among the short listed ones shall be based on technical and financial criteria. Textiles Committee reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.
- The bidders will bear all costs associated with the preparation and submission of their expression of interest. Textiles committee, will in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

Briefing session

A briefing session is scheduled to be held in the Board Room, Textiles Committee, Mumbai, on **15th March 2017 at 16:00 hrs**. Interested firms/organisations may attend the briefing session.

Submission of EOI

Expression of Interest, complete in all respects, must be compulsorily uploaded only on the central public procurement site viz., <https://eprocure.gov.in> before 20th March 2017 15:00 Hrs

As the EOI can be uploaded only up to the defined date and time, there can't be any late bids. Textiles Committee will not be responsible for any delay in obtaining the EOI

documents or uploading of the EOI on the e-Procurement portal before the due date and time of submission. The firm/organisations are advised to upload their bid well in time.

The offers submitted as documents, by telex/telegram/fax/Email or any other manner other than the specified above will not be considered. No correspondence will be entertained on this matter.

Selection Method

Stage I: Expression of Interest (EOI)

Textiles Committee invites Expression of Interest (EOI) from experienced Software Consultancy Organizations with expertise in Software Development, Customization, Maintenance, Management and User support. Textiles Committee shall short-list only those organizations who fulfill the criteria as per Table 1 of pre-qualification criteria.

Stage II: Request for Proposal (RFP)

1. Textiles Committee shall circulate a detailed RFP among the shortlisted firm/organisations only.
2. The shortlisted firm/organisations may also carry out the required study of the requirements, at their own cost, based on the RFP.
3. The shortlisted firm/organisations shall submit a detailed Technical and Financial Proposal as per RFP document. The bidding process shall be a two-stage process.
4. The technical proposals submitted by the firm/organisations shall include all details as per RFP shared with them (to be provided later to the shortlisted firm/organisations only) and shall be evaluated by a Technical Evaluation Committee and marks assigned, to a maximum of 70. As a part of the evaluation process, Textiles Committee may seek a presentation from the firm/organization at a short notice.
5. The financial proposals shall be submitted as per RFP format shared with them (to be provided later to the shortlisted firm/organisations only) and shall be evaluated by the Evaluation Committee and marks assigned to a maximum of 30, with the Lowest bidder getting 30 and all other bidders getting marks relative to the Lowest bid.

The combined score of technical and financial will be taken into consideration and the firm/organisations shall be ranked as per the combined score and shall be selected for further contract discussion.

Authorized Signatory

- The 'Applicant' mentioned in the EOI document shall mean the one who has signed the EOI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

Documents to accompany EOI

The applications shall be complete with the following documents:

- a) Letter of Authorization.
- b) Each page of the EOI document duly sealed, signed and stamped by the authorized signatory.
- c) Expression of Interest in Form – I.
- d) Details of experience in handling projects as per Form-II.
- e) Self declaration in Form –III.
- f) Any other information which applicant may like to provide.
- g) The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment. The work plan shall include justification for procedures to be adopted. The applicant shall also offer comments on the objectives and scope of work or service project in this expression of interest.
- h) Other documents as per table-1 given in the pre-qualification criteria

Amendment to EOI

At any time prior to the last date for receipt of proposals, Textiles Committee, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, Textiles Committee may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI.

The applicant is required to visit the Textiles Committee website for any changes or amendments in the EOI before submitting their Expression of Interests.

Preliminary examination for the applications

- a) Textiles Committee shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.
- b) The Textiles Committee reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the bidder to perform the assignment.
- c) Prior to detailed evaluation formalities, Textiles Committee shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one, which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one, which limits in any way responsibilities and liabilities of the firm/organisation or any right of the Textiles Committee as required in this document. Textiles Committee may waive any minor non-conformity in an application, which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.
- d) The evaluation shall be carried out on the basis of data available in the application documents received from the firm/organisation in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the firm/organisation. However, Textiles Committee reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment during evaluation.

Evaluation

The procedure of evaluation of the applications is indicated below:

- a) Textiles Committee shall evaluate and short list all the firm/organisations who meet the minimum requirement as specified.

- b) After completion of EOI evaluation, the qualified firm/organisations shall be provided with further details of the project in an RFP and through a Pre-bid meeting, to enable them to submit a detailed technical and financial proposal for the services desired in the project.
- c) **Time Period:** The development of the mobile application and backend web application has to be completed and by **July 7, 2017** for a scheduled launch on **August 7 2017**, “National Handloom Day” by the Ministry of Textiles at the highest level. Thereafter O&M contract shall be valid for a period of three years including the first year warranty; maintenance should include upgradation and development of new software; the same shall be reviewed every year and will be renewed annually subject to satisfactory performance. Textiles Committee reserves the right to extend the contract further or terminate early without assigning any reason whatsoever.
- d) **Rejection of EOI:** The application is liable to be rejected if:
 - i. Not in prescribed form and not containing all required details on the Central Public Procurement Portal viz., <https://eprocure.gov.in>
 - ii. Offer is received by fax, telegram or e-mail.
 - iii. Missing of any supporting document(s) with the EOI

Disclaimer

- a) Textiles Committee shall not be responsible for any late receipt of applications for any reasons whatsoever.
- b) The Textiles Committee reserves the right:
 - i. To accept any bid, and to cancel/abort the tender process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidders and of any obligation to inform the affected bidders of the ground for Textiles Committee’s action and without assigning any reasons.
 - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Textiles Committee without assigning any reason thereof.
 - iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

Pre-qualification Criteria

Eligibility Criteria and supporting documents required for submission of Expression of Interest

Table 1 - Eligibility Criteria and supporting documents

Sl.No	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in India & should have been in existence in India for the last five years	Company Incorporation Certificate or Registration Certification from ROC	
2	The firm/organisation must be registered in India with appropriate tax and other administrative authorities.	Service Tax Registration/ VAT Registration/ PAN Card.	
3	The company should have at least Rs. 10 Crores for each of the last 3 financial years as project/sales revenue, in software development and maintenance field.	Certificate from the Chartered Accountant of the organization/Audited Balance sheets for last three years.	
4	Experience of similar project in government/ ministries/ Departments.	Copy of the work order and letter of successful completion from the client	
5	The firm/organisation should have executed at least one relevant project of at least Rs. 3 crore or above in last 3 years	Letter from the customer certifying the same/work order is required to be furnished	
6	The firm/organisation has to showcase necessary client referrals	List of clients	
7	The applicant should furnish	Letter of undertaking as in	

Sl.No	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
	an undertaking to the effect that the firm has not been blacklisted in India.	Form III	
8	The firm/organisation should have either ISO 9001:2008 for Software Development / Software Maintenance or ISO 27000 or CMM Level 3 Certification	Copy of Certificate	
9	Should have technically qualified, skilled, competent an experienced in-house resource base on company role.	Resumes of key resources available on company payroll, including their PF/EPF no.	
10	Form I, II, III duly filled-in		

Formats for Submission

Form I - EOI Letter Performa

(Should be submitted on the company's letterhead duly seal and signed by the authorized signatory)

To

The Secretary
Textiles Committee
Ministry of Textiles, Government of India
P Balu Road, Prabhadevi,
Mumbai 400 025

Sub: Expression of Interest for "Design, Development & Implementation of Mobile Application and back end website for Handloom Mark Scheme

Sir/ Madam,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Sl. No.	Description	Response
1.	Name of the Firm/organisation/ Consultancy Organization/ Company	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	
8.	Your comments about the objectives and the scope of the work or service projected in this enquiry	

We have enclosed the following documents:

1. Letter of Authorization.
2. Pre-qualification eligibility criteria as per Table 1.

3. Details of experience in similar projects with Government /Ministries/Departments in Form-II.
4. Self Declaration of eligibility in Form- III.
5. Self Attested copies of Supporting Documents.

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date: _____ Place: _____

Form II – Details of Experience in projects

Customer References related to Government /Ministries/ Departments projects that the applicant has been engaged during the last Five years:

Sl.No	Name & Address of the client	Date of Start of the work	Date of Completion	Website Address	Value of the Project	Nature of Work
1.						
2.						
3.						

Customer References related to Projects (Other than (a) above) that the applicant has been engaged during the last Five years:

Sl.No	Name & Address of the client	Date of Start of the work	Date of Completion	Website Address	Value of the Project	Nature of Work
1.						
2.						
3.						

Note:

Please note that the self-attested copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above.

Form III – Affidavit or Self Declaration

(on company letter head)

To,

The Secretary
Textiles Committee,
Ministry of Textiles, Government of India
P Balu Road, Prabhadevi,
Mumbai – 400025

Subject: - Declaration Letter for “Design, Development & Implementation of Mobile Application and back end website for Handloom Mark Scheme”.

Sir,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship **<Name>** intends to submit a proposal in response to EOI for “Design, Development & Implementation of Mobile Application and back end website for Handloom Mark Scheme”. We also declare that our Company / LLP / Partnership / Society / Proprietorship **has not been blacklisted by any Central / State Government Department / Public Sector Undertaking.**

Sincerely,

(Signature of authorized person)

Name:

Designation:

Seal:

Date: _____ Place: _____