

एमएसएमई क्षेत्र पर एमएसएमई वर्गीकरण में परिवर्तन के प्रभाव का आकलन करने के लिए अध्ययन
Empaneled एजेन्सीस से प्रस्ताव पत्र (सीमित निविदा) संबंधी अनुरोध

**LETTER OF INVITATION (Limited Tender) from Empaneled Agencies for
conducting study to assess the impact of change in MSME classification on
MSME sector**

निविदा सं. T002243821 दिनांक: 09/09/2021

Tender No.: T002243821 dated: 09/09/2021



भारतीय लघु उद्योग विकास बैंक
एमएसएमई संवर्द्धन एवं पहल उद्-भाग
तृतीय तल, आत्मा राम हाउस
1, टोल्सटोय मार्ग, कनाट प्लेस, नई दिल्ली - 110001



Small Industries Development Bank of India
MSME Promotional Initiatives Vertical,
3rd Floor, Atma Ram House,
1 Tolstoy Marg, Connaught Place, New Delhi - 110001
वेबसाइट / Website: www.sidbi.in

यह दस्तावेज़ भारतीय लघु उद्योग विकास बैंक (SIDBI) की संपत्ति है। यह सिडबी की लिखित अनुमति के बिना किसी भी माध्यम, इलेक्ट्रॉनिक या अन्यथा, पुनर्प्रस्तुत, वितरित या अभिलिखित नहीं किया जा सकता है। इस दस्तावेज़ में उल्लिखित सामग्री के उपयोग, यहाँ तक कि निर्दिष्ट उद्देश्य के अतिरिक्त, किसी भी अन्य उद्देश्य के लिए अधिकृत कर्मियों/ एजेंसियों के लिए भी कड़ाई से निषिद्ध है, क्योंकि इसे कॉपीराइट का उल्लंघन समझा जाएगा और इस प्रकार यह भारतीय कानून के अंतर्गत दंडनीय होगा।

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बोली हेतु आमंत्रण / INVITATION TO BID

1 प्रस्तावना एवं आवश्यकताएँ / INTRODUCTION AND REQUIREMENT:

भारतीय लघु उद्योग विकास बैंक अधिनियम, 1989 के माध्यम से स्थापित निगम भारतीय लघु उद्योग विकास बैंक (सिडबी) एमएसएमई क्षेत्र के संवर्द्धन, वित्तपोषण और विकास के लिए प्रमुख वित्तीय संस्थान के रूप में कार्य करता है और यह इस प्रकार की गतिविधियों में संलग्न संस्थाओं के कार्यों में समन्वय भी करता है। सिडबी की भूमिका और इसके प्रकार्य इसकी वेबसाइट <https://www.sidbi.in/> में विनिर्दिष्ट हैं।

Small Industries Development Bank of India [SIDBI], a corporation established by the Small Industries Development Bank of India Act, 1989, acts as the principal Financial Institution for promotion, financing and development of the MSME sector and also to coordinate with institutions engaged in similar activities. The role and function of SIDBI are given in its website "www.sidbi.in".

भारतीय लघु उद्योग विकास बैंक, एमएसएमई क्षेत्र पर एमएसएमई वर्गीकरण में परिवर्तन के प्रभाव का आकलन करने के लिए अध्ययन Empaneled एजेन्सीस से प्रस्ताव पत्र –पैरा 8 में निर्दिष्ट नियम एवं शर्तों (कार्य संबंधी दायरा) के अनुरूप, आवेदन आमंत्रित करता है।

The Bank invites applications from empaneled agencies for conducting **study to assess the impact of change in MSME classification on MSME sector** as per Sl. No. 8 Scope of Work / Terms of Reference.

आपसे अनुरोध है कि आप अपनी बोली संलग्न अनुलग्नकों और प्ररूपों में उल्लिखित अनुसूची तथा नियमों और शर्तों के समनुरूप विधिवत रूप से प्रस्तुत करें।

You are requested to submit your bids strictly conforming to the schedule and terms and conditions given in **Annexures** and formats attached.

Bid Invitation Letter

RefNo: _____

Date:

To,

[Addressed only to Agencies Empanelled with the Bank for Policy Studies]

महोदया/ प्रिय महोदय,
Madam / Dear Sir,

**SUBJECT: BID INVITATION LETTER
FOR SUBMISSION OF Techno commercial proposal for
conducting study to assess the impact of change in MSME classification on
MSME sector (ONLY FOR EMPANELLED AGENCIES OF SIDBI for conducting
Policy studies)**

1. Please refer to your empanelment with Small Industries Development Bank of India (SIDBI) vide RfE No. T002184782 dated December 27, 2019. You are hereby invited to submit proposals required for the captioned assignment with best prices for **conducting study to assess the impact of change in MSME classification on MSME sector** as per specifications given in document.
2. The proposal complete in all respect (refer to 'Guidelines on Bid Submission' above), should be submitted with subject "**Techno Commercial Proposal for conducting study to assess the impact of change in MSME classification on MSME sector**" latest by September 16, 2021 till 17:00 hrs to the following email ids : mdadil@sidbi.in and dineshp@sidbi.in .The SIDBI reserves the right to accept or reject any or all the Proposals in whole or part without assigning any reasons.
3. You are requested to hold your proposal valid for 180 days from the last date of submission without change in your proposed price. SIDBI will make its best efforts to select a vendor within this period. SIDBI may solicit your consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price).
4. Please note that payments which you receive from this assignment will be subject to applicable tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.
5. We would appreciate if you inform us by E-mail:
 - (a) Your acknowledgement of the receipt of this letter of invitation and;
 - (b) Whether or not you will be submitting a proposal.

भवदीय / Yours faithfully

Sd/-

(अभिजीत दास/ Abhijit Das)
Deputy General Manage

महत्वपूर्ण सूचना / CRITICAL INFORMATION:

S.No. क्र.सं.	कार्यक्रम / Events	विवरण/ Particular / दिनांक और समय/ Date & Time
1	उद्देश्य / Purpose	एमएसएमई क्षेत्र पर एमएसएमई वर्गीकरण में परिवर्तन के प्रभाव का आकलन करने के लिए अध्ययन के लिए Empaneled एजेन्सीस से प्रस्ताव पत्र Selection of agency for conducting study to assess the impact of change in MSME classification on MSME sector from empaneled agencies only.
2	स्पष्टीकरण की मांग की अंतिम तिथि एवं बोली-पूर्व बैठक / Last date for seeking clarifications and Pre Bid meeting	13 सितंबर 2021 को अपराह्न 03.00 बजे / 13 September 2021 at 03:00 pm The meeting shall be virtual/online over MS Teams Call.
3	Last date for submission of bids/ बोली जमा करने की अंतिम तिथि	16 सितंबर 2021 को अपराह्न 5.00 बजे / 16 September 2021 at 05.00 pm Only E- bids (over E-mail) to be furnished. No physical bids shall be entertained.
4	Address for Bid Submission / pre-bid / बोली जमा करने का पता	Not Applicable (Soft copies of the Bids are to be submitted through Emails only)
5	बोलीदाताओं द्वारा की जाने वाली प्रस्तुतियाँ / Presentations to be made by bidders	बोलीदाताओं को 17 सितंबर, 2021 को प्रस्तुतिकरण (ऑनलाइन मोड) की व्यवस्था करनी होगी। प्रस्तुतिकरण का सही समय बोली जमा करने के बाद सूचित किया जाएगा। The bidders are required to arrange for Presentation (online mode) on September 17, 2021. Exact time of presentation would be intimated after bid submission.
6	वाणिज्यिक बोली खोलने की तिथि व समय / Date and time of opening of commercial bids	बाद में सूचित किया जायेगा / To be intimated at a later date
7	बोली के वैद्यता / Bid Validity	बोली जमा करने की अंतिम तिथि से 180 दिन तक / 180 days from the last date of bid submission.
8	सिडबी अधिकारियों के संपर्क विवरण / Contact details of SIDBI officials	

	मोहम्मद आदिल एहसान Mohammed Adil Ahsan, Manager	दिनेश प्रसाद Dinesh Prasad, AGM	अभिजीत दास Abhijit Das, DGM
	011-23448413 / mdadil@sidbi.in	011-23448405 / dineshp@sidbi.in	011-23448408 abhijitdas@sidbi.in
9	स्वतंत्र बाहरी निगरानीकर्ता (आईईएम) केंद्रीय सतर्कता आयोग द्वारा नियुक्त / Independent External Monitor (IEM) appointed by the CVC	श्री नागेश्वर राव कोरीपल्ली (आईआरएस, सेवानिवृत्त) ३८ द ट्रेल्स, मानिकोंडा, आर. आर. डिस्ट्रिक्ट हैदराबाद - 500089, मोबाइल: 9788919555 / knageshwarrao@gmail.com Shri. Nageshwar Rao Koripaali, (IRS retd.), 38, The Trails, Manikonda, R.R District Hyderabad -500089, Mobile: 9788919555, knageshwarrao@gmail.com	
10	सिडबी की वेबसाइट / Website of SIDBI	www.sidbi.in	

1. SIDBI reserves the right to change dates without assigning any reasons thereof. Intimation of the same shall be notified on the SIDBI's website
2. This bid document is not transferable. If a holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above unless communicated otherwise.
3. In view of COVID 19 situation,
 - a) Online commercial bids should be submitted in password protected format.
 - b) Pre-Bid, Bid opening meetings and presentation can be attended online via Skype/Teams on authorized links to be provided by SIDBI.
 - c) All emails must be received before cutoff time with SIDBI i.e. September 16, 2021 before 05:00 pm.

4. Instructions for Bid Submission

- a) Considering the Pandemic Situation due to COVID-19 in the country, the interested bidders shall submit the Bids / Proposals to designated **E-mail Ids only in place of physical submission**. No Physical submission of the bids shall be entertained.
- b) While submitting the soft copies of the bids, the bidder shall prepare two (02) zip files as per the following for submission to SIDBI through email:
 - o Zip File 01 - **Technical Bid.zip** (containing all the necessary information / templates / annexure to be provided as per the tender document)
 - o Zip File 02 - **Password protected Commercial Bid.zip** (as per the format provided in the tender)
- c) (i) In case the file size of the Zip File 01 (as above) is very high and the bidders faces any challenges in sending these files (as attachments) in the mail, the bidder may also opt for providing the "One Drive" or "Google Drive" downloadable link (without any restriction / authorization required) for these zip file

- d) It is clarified that the Zip File 02 – Commercial Bid.zip should mandatorily has to be enclosed in the mail and should not be provided through a downloadable link.
- e) Multiple mails for submitting the bids should be avoided.
The soft copies of the bids (as per the instructions indicated above) should be submitted to the following email ids only:
dineshp@sidbi.in ; mdadil@sidbi.in
- f) The bids received within the deadline i.e. **16 September 2021 at 5:00 PM only** shall be considered for further evaluation. It is clarified that any delay / lag due to connectivity of for whatsoever reason leading to delay in submission of the proposal shall be not accepted by SIDBI. Bidder to ensure that the proposal reaches to SIDBI Inbox through email before the deadline.

5. Commercial bid submission

- a) The soft copy of the commercial bid (Zip File 02 - Commercial Bid.zip) should be in the .pdf format (**not editable but printable**) only and should be "**Password Protected**".
- b) The password to open the commercial bids shall be shared by the Bidders at the time of opening of the commercial proposals only. The commercial proposals shall be opened only for the technically qualified bidders. The commercial bid in any other format and not meeting the above criteria shall not be accepted and the bidder shall be considered as "**Disqualified**".
- c) Further, it is also mentioned that the option / facility opted for submission of the soft copy of the bids is being provided by SIDBI due to the present COVID 19 pandemic situation.
- d) SIDBI shall not be responsible for any claim by any of the bidder with regard to the cracking of the password or etc. in respect of the commercial bid.
- e) Further, it is also clarified that at the time of opening of the commercial bid, if the bid file does not open or shows some error like "invalid file" or "corrupted file" or "Wrong Password" or any other reason, that bid shall not be considered for further evaluation and shall be considered as "Invalid Bid" and the respective bidder shall automatically be disqualified for the further evaluation stage.

6. BACKGROUND

The MSME sector is an important sector of the Indian economy, contributing significantly to employment generation, exports and inclusive growth. There is a vast network of MSME units in the country and its share in the country's total GDP during 2018-19 has been 30.3%. The share of the sector in the total manufacturing output was even higher at 45%. Further the share of MSME related products in total exports during 2018-19 has reached 48%. NSS Survey (73rd round) 2015-16 estimated employment in MSME sector as 11 crore. Around half of total MSMEs in the country are in rural areas, making the sector crucial for the rural development. Given this significance of MSME sector in promoting balanced and equitable growth, Government of India has laid special emphasis on growth and progress of this sector and envisioned to increase its contribution to GDP to over 50% in next few years. However, the sector is often troubled by main challenges such as timely credit availability,

access to technology, access to market, infrastructure bottlenecks, inadequate skill set and innovation etc.

Small Industries Development Bank of India (SIDBI), set up on April 2, 1990 under an Act of Indian Parliament, acts as the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and for Co-ordination of the functions of the institutions engaged in similar activities.

7. PURPOSE OF THE STUDY

- a) A composite criterion of classification of MSMEs based on investment in plant & Machinery/ equipment and turnover of MSMEs notified by Ministry of MSME, GoI vide notification no. S.O.2119 (E) dated 26.06.2020. The new classification is applicable w.e.f. 01.07.2020. SIDBI desires to ascertain what benefits have accrued to the MSME Sector by change of criteria for classification of MSMEs.
- b) Also, Govt of India has announced various schemes under AtmaNirbhar Bharat in the background of COVID-19 pandemic. SIDBI would also like to know the benefits accrued to the MSME sector due to introduction of various schemes (mainly related to credit).

8. SCOPE OF WORK / TERMS OF REFERENCE

- a. To assess the actual losses suffered by the MSME sector due to Covid-19 pandemic.
- b. To identify the positive impact of change in MSME classification on Micro, Small and Medium enterprises.
- c. How the simplification of registration process has impacted Micro, Small and Medium enterprises (MSMEs).
- d. To assess the benefits accrued to the MSME sector due to introduction of various schemes under AtmaNirbhar Bharat in the background of COVID-19 pandemic.
- e. To assess the impact of inclusion of traders, etc. in the ambit of MSMEs.

9. TIME SCHEDULE

- a. Submission of draft - final report before SIDBI for accepting the report within 21 days from the date of commencement of the assignment.
- b. Seeking comments/advice of SIDBI on the draft report within 21 days of receipt of draft report by SIDBI.
- c. Submission of Final Report of the study before SIDBI within 21 days of submission of comments/advice of SIDBI on draft report.

10. Deliverables to the SIDBI

- a. The questionnaire and final dataset of the Survey undertaken to assess different aspects of impact of new classification of MSMEs must be submitted to the SIDBI along with the final report.
- b. The questionnaire and final dataset of the Survey undertaken to assess different aspects of impact of various schemes of Govt, mainly related to credit.
- c. Submission of final report of the study within stipulated time period with 10 hard copies and soft copy.

11. EVALUATION METHODOLOGY:

The objective of this evaluation methodology is to facilitate the selection of agency for ensuring technically superior and professional services at optimal cost.

12. EVALUATION PROCESS:

- a) The Bank has adopted a two (2) bid processes in which the Bidder has to submit following bids in separate envelopes at the time of submission of bids as stipulated in this document.
 - i. Technical Bid (includes presentation)
 - ii. Commercial Bid
- b) The Bank shall evaluate first the 'Technical Bids' bid and based on its evaluation, at the second stage. 'Commercial bids' shall be opened. The final selection will be done based on Quality cum Cost Based System (QCBS) wherein Relative Technical Bid Score will get a weightage of 70% and Relative Commercial Bid Score will get a weightage of 30%.
- c) The evaluation by the Bank will be undertaken by a Committee of officials or/and representatives formed by the Bank and its decision will be final.
- d) Normalization - SIDBI reserves the right to go for normalization process after technical evaluation and accordingly may request all the bidders to submit revised bid (technical or commercial or both) to avoid any possible ambiguity in evaluation process or make apple-to-apple comparison or to bring further transparency in the evaluation process.

13. OPENING OF TECHNICAL BIDS:

- a) Bids, except commercial bids, received within stipulated time, shall be opened as per schedule given in the 'Critical information' sheet.
- b) On the scheduled date and time, bids will be opened by the Bank Committee in virtual presence of Bidder representatives. It is the responsibility of the bidder's representative to be present at the time, on the date and at the virtual platform specified in the tender document. The bidders' representatives who shall attend the virtual meeting shall be considered as evidence of their attendance and opening of bids in their presence.
- c) If any of the bidders or all bidders who have submitted the tender and are not present during the specified date and time of opening, Bank at its discretion will proceed further with opening of the technical bids in their absence.
- d) Bids that are not opened at Bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be discarded.

14. EVALUATION OF TECHNICAL BIDS:

- a) The technical bids will be evaluated for determining the continued eligibility of the Bidder for Project and compliance of the bids with the necessary technical requirements and scope of work of this tender.
- b) SIDBI may seek specific clarifications from any or all the Bidder(s) at this stage. All the clarifications received within the stipulated time shall be considered for evaluation. In case satisfactory clarifications are not

received from the bidders within the stipulated time, the respective technical parameters would be treated as non-compliant and decision to qualify the bidder shall be accordingly taken by SIDBI.

- c) Technical bids would be evaluated on the parameters and presentation as below.

TECHNICAL BIDS EVALUATION CRITERIA – AGENCY FOR CONDUCTING STUDY TO ASSESS THE IMPACT OF CHANGE IN MSME CLASSIFICATION ON MSME SECTOR

Each agency having credentials as stated in the scope of work will get marks as given below in the table:

Sr. No.	Details required/Parameters on which Bidder will be scored for selection / appointment for conducting study to assess the impact of change in MSME classification on MSME sector	Maximum Marks
A	Credentials	
1	Experience of agency in similar assignments of national level in past 3 years with government / Banks/ FIs directly or through tie-ups/ partnerships or for any other such bodies / agencies related to survey / study undertaken etc.	15
	(a) Upto 2 assignments only	5
	(b) More than 2 assignments upto 5 assignments	10
	(c) More than 5 assignments	15
2	Experience of the agency in conducting MSME related studies directly or through partners etc. for Government, Banks, FIs & Private institutions.	15
	(a) Upto5 work orders	5
	(b) More than 5&upto10 work orders	10
	(c) More than 10 work orders	15
3	Experience of Team Leader in MSME domain proposed to be deployed for the assignment	10
	(a) Upto10 years	2
	(b) More than 10 &upto20 years	6
	(c) More than 20 years	10
4	No. of full-time staff in India on rolls / long term contract (more than 2 years)	15
	(a) More than 5 &upto10 staff	5
	(b) More than 10&upto30 staff	10
	(c) More than 30 staff	15
5	Understanding note/write up on scope of work (not more than 1000 words)	15
	Total	70
B	Presentation on Strategy for carrying out the assignment, methodology proposed for executing the assignment, team and timeline	30
	Total	100

- The Bank at its discretion may reject the proposal of the agency, without giving any reason whatsoever, if in the Bank's opinion the agencies could not present or demonstrate the proposed assignment.
- During evaluation of the Tenders, the Bank, at its discretion, may ask the Bidder for clarification in respect of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered or permitted.
- Documentary evidence must be submitted for each criterion and undertaking, or declaration made by the agency must be on the company letter head and is to be signed by an authorized signatory.
- Completion Letter / Reference Letter from relevant Senior Executive of the agency to be attached for each engagement reference mentioned.

1.1.1. The technical bid will be analyzed and evaluated, based on which the Relative Technical Score (RS_{Tech}) shall be assigned to each bid on the basis of parameters mentioned above.

1.1.2. Relative Technical Score (RS_{Tech}) for each agency will be calculated as follows based on above parameters:

$$RS_{Tech} = T / T_{High} * 100$$

Where,

RS_{Tech}	=	Relative score obtained by the bidder
T	=	Technical score obtained by bidder
T_{High}	=	Highest Technical score secured among the Bidders

1.1.3. Technical Bids receiving a RS_{Tech} greater than or equal to a score of 70 (cut-off marks) will be eligible for consideration in the subsequent round of commercial evaluation.

1.1.4. If less than 3 bidders qualify as per above criteria ($RS_{Tech} \geq 70$), SIDBI reserves the right to short list maximum top 3 bidders subject to $RS_{Tech} \geq 60$.

1.2. **COMMERCIAL BIDS:**

1.2.1. The Bidder is required to quote in Indian Rupees ('INR'). Bids in currencies other than INR may not be considered.

1.2.2. While any increase in the rates of applicable taxes or impact of new taxes subsequent to the submission of commercial bid shall be borne by SIDBI, any subsequent decrease in the rates of applicable taxes or impact of new taxes shall be passed on to SIDBI in its favour. This will remain applicable throughout the contract period.

1.2.3. The Commercial Bid should be submitted strictly in the format prescribed in the Bid. Consideration of commercial bids, not submitted as per requisite format, will be at the discretion of the bank and are liable to be rejected

1.3. **EVALUATION OF COMMERCIAL BIDS**

1.3.1. In this phase, the Commercial Bids of the Bidders, who are found technically qualified in previous phase, will be taken for commercial evaluation.

1.3.2. The date for opening of commercial bids will be separately advised.

- 1.3.3. Relative Technical Score (RS_{Tech}) of the technically qualified bids would be announced before the representatives of the bidders and the commercial bids of those bidders would be opened for commercial evaluation.
- 1.3.4. The commercial bid evaluation will be done on the basis of quote for the assignment which shall comprise of-
- 1.3.5. The agency with the lowest commercial bid will be selected for further discussion for finalizing contract subject to satisfying all the terms and conditions defined in this Bid document.
- 1.3.6. Relative Commercial Score (RS_{Com}) for each bidder will be calculated as follows:

$$RS_{Com} = C_{Low} / C \times 100$$

Where:

- RS_{Com} = Relative score for Commercial Bid of the bidder
 C = Commercial bid value of the bidder under consideration
 C_{Low} = Lowest commercial bid value out of all the eligible commercial bids obtained.

1.4. FINAL SELECTION OF THE ELIGIBLE BIDDER:

- 1.4.1. Total Relative Score (RS) obtained by each eligible bidder will be calculated as follows:
$$RS = RS_{Tech} \times 0.70 + RS_{Com} \times 0.30$$
- 1.4.2. The eligible bidder will be selected based on maximum Relative Score (RS) obtained.
- 1.4.3. The bidder with the highest Relative Score (RS) will be selected for further discussion.
- 1.4.4. In case of a tie after the commercial evaluation stage, the Bank's decision will be final and will be based on marks scored in the technical evaluation only.
- 1.4.5. The Bidders shall submit their offers strictly in accordance with the terms & condition of the Tender document.

15. GENERAL TERMS AND CONDITIONS:

- a) The Bidders are expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.
- b) Information provided in this Bid is organized in several sections to bring clarity and help the reader to understand quickly. However, Bidder must take into consideration each and every line of this Bid document as a whole while responding. Bidder must get the doubts, if any, clarified by SIDBI before submitting the responses. The bids submitted should be completed in all respect meeting all deliverables under the project. It will be sole responsibility of the selected bidder to deliver each and everything as per the scope of the project during the contracted period. SIDBI shall not be responsible in case of bidder's failure to notice any information, any

- requirement is underestimated, not understood or any requirement is not interpreted in right direction during preparation/submitting the response.
- c) Unless expressly overridden by the specific agreement to be entered into between the Bank and the successful Bidder, the Bid shall be the governing document for arrangement between the Bank and the Bidders.
 - d) SIDBI reserves the right to accept/reject any or all submissions in full or part at its discretion without assigning any reason thereof and SIDBI's decision in this regard shall be final. SIDBI reserves the right to cancel this Tender at any time without assigning any reason whatsoever. The costs of preparation and submission, and making the presentation, as per this Tender will be borne by the applicant agency.
 - e) The terms and conditions contained in the RfE No. T002184782 dated December 27, 2019 would be part and parcel of this invitation to Bid.

16. DEFINITIONS

In this Contract, the following terms shall be interpreted as indicated:

- a) "The Bank" means Small Industries Development Bank of India (SIDBI).
- b) 'Bidder' means the respondent to the Bid document.
- c) 'Successful Bidder' refers to the bidder who gets selected by the bank after completion of evaluation process.
- d) 'BID' or 'Bid' or 'Tender' means the Request For Proposal document.
- e) 'Bid' may be interchangeably referred to as 'Offer'.
- f) 'BFSI' implies Scheduled commercial banks in public or private sector / All India FIs / Insurance Companies will be considered under BFSI.
- g) "The Contract" means the agreement entered into between the Bank, represented by its Head Office / Regional Offices / other offices of the Bank and the Vendor/Bidder/Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- h) "Agency", "Firm", "Company", "Bidder" "vendor" means any entity or person or associations of person (constitution of association of person may be in the form of any legal entity like partnership, public / private limited company, LLP, HUF, etc.,) who have been identified to submit their proposal for providing services under this Contract.

ANNEXURE – I

**PARTICULARS FOR (Limited Tender) from Empaneled Agencies
for conducting study to assess the impact of change in MSME classification
on MSME sector
- Response to Technical Bid
(to be submitted on letter head)**

Technical Criteria	Supporting documents required for compliance
Experience of agency in similar assignments of national level in past 3 years with government / Banks/ FIs directly or through tie-ups/ partnerships or for any other such bodies / agencies related to survey / study undertaken etc.	<p>A Self certified letter listing the works handled along with supporting evidence thereof.</p> <p>Copy of Work Order and Completion Certificates from the client; 'OR'</p> <ul style="list-style-type: none"> • Copy of Work Order and Phase Completion Certificate from the client; 'OR' • Copy of client certificate as documentary proof for the stated criteria and implementation status. <p>(Note: All the projects cited should be in the name of the Bidder and not in name of any parent, subsidiary or affiliate entity.)</p>
Experience of the agency in conducting MSME related studies directly or through partners etc. for Government, Banks, FIs & Private institutions.	<p>A Self certified letter listing the works handled along with supporting evidence thereof.</p> <p>Copy of Work Order and Completion Certificates from the client; 'OR'</p> <ul style="list-style-type: none"> • Copy of Work Order and Phase Completion Certificate from the client; 'OR' • Copy of client certificate as documentary proof for the stated criteria and implementation status. <p>(Note: All the projects cited should be in the name of the Bidder and not in name of any parent, subsidiary or affiliate entity)</p>
Experience of Team Leader in MSME domain proposed to be deployed for the assignment	CV along with certificate from agency about experience in the MSME domain

No. of full-time staff in India on rolls / long term contract (more than 2 years)	Certificate of the agency on its letter head
Understanding note/write up on scope of work (not more than 1000 words)	Writeup to be attached
The agency should not have been penalised or found guilty in any court of law and shall not have been blacklisted / debarred by any Central Government Ministry/ Bank/ RBI/ IBA/ any regulatory authority and not involved in any major litigation that may have impact or compromise the delivery of services required.	Self- Certification as per Annexure III by the agency on Company's letter head to be provided. However, SIDBI would have the right to independently verify the same.
The agency has not defaulted to any Bank within the jurisdiction of India	A self-certified letter to be submitted. However, SIDBI has right to check CIBIL records.
Presentation on Strategy for carrying out the assignment, methodology proposed for executing the assignment, team and timeline	Soft copy to be attached

FORMAT-I

PARTICULARS IN RESPECT OF WORK CONTRACT OBTAINED IN THE LAST THREE YEARS

Sr. No.	Name and address of the client with contact numbers	Value of work executed in ₹	Date of award of contract	Period of Contract		Details of feedback / appreciation letters (attach proof)
				From	To	

Please enclose the copies of work order / agreement and completion certificate from the client (employer) for each of the work.

Annexure - II

**PARTICULARS FOR (Limited Tender) from Empaneled Agencies
for conducting study to assess the impact of change in MSME classification
on MSME sector
- COMMERCIAL BID
(to be submitted on letter head)**

Date: _____

Deputy General Manager
Small Industries Development Bank of India
MSME Promotional Initiatives Vertical
3rd Floor, Atma Ram House, 1 Tolstoy Marg,
Connaught Place, New Delhi - 110001

We hereby offer to submit our request for Selection of agency for conducting study to assess the impact of change in MSME classification on MSME sector. We have read and understood the content of Bid. We unconditionally accept & abide by the terms & conditions specified therein.

PART A	
Particulars	Amount in Rs.
Administrative / Professional fee	
Cost for publishing 10 hard copies and soft copy (printable version)	
PART B	
Any other cost	
Total cost (excluding all taxes)	
Total cost (including all taxes) – Tax @	

@NOTE - The commercial bid evaluation shall be done on the basis of cost quoted including taxes.

I/We here by certify that all particulars given above are correct and true to the best of my/our knowledge.

I/We certify that if appointed for assignment, I/We shall appoint separate teams for any competing clients who are in same business as SIDBI to avoid clash of interest and maintenance of confidentiality.

In case at any stage, it is found that the information given by me/us is false/incorrect, SIDBI shall have the absolute right to take any action as deemed fit (including termination of contract and or black list and debar), without any prior intimation to me/us.

Date:
behalf

Signature of authorized person for and on

Designation/Seal of Agency

Annexure – III

Date:

The Deputy General Manager (MSME Promotional Initiative Vertical)
Small Industries Development Bank of India
MSME Promotional Initiatives Vertical
3rd Floor, Atma Ram House, 1 Tolstoy Marg,
Connaught Place, New Delhi – 110001

Dear Sir,

Declaration Regarding Clean Track Record

Tender No. dated, 2021

I /we have carefully gone through the Terms & Conditions contained in the Tender No.:dated September , 2021 regarding appointment for conducting study to assess the impact of change in MSME classification on the MSME sector. We further declare that we are eligible and competent as per the eligibility criteria given by the bank and the information submitted by us in the is true and correct and also able to perform this contract as per limited tender document.

I/We hereby declare that I/we has/have not been debarred/ black listed by any Public Sector Bank, RBI, IBA or any other Government / Semi Government organizations in India during last 3 years from the date of RfE. I/we further certify that I am /we are competent officer in my company to make this declaration that our bid and its terms & conditions is binding on us and persons claiming through us and that you are not bound to accept a bid you receive.

Thanking you,

Yours sincerely,

Date	Signature of Authorised Signatory ...
Place	Name of the Authorised Signatory ...
	Designation ...
	Name of the Organisation ...
	Seal ...
