



**J&K KHADI AND VILLAGE INDUSTRIES BOARD**  
**SANAT GHAR BEMINA SRINAGAR**  
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Expression of Interest (EoI)  
For  
Conduct of Survey of SC-ST MSME units

Jammu and Kashmir Khadi and Village Industries Board invites Expression of Interest (EoI) from registered Firms/Agencies in two bid format (Technical & Financial) for conducting the Climatic Survey of MSME units of J&K State.

**Submission, Receipt and Opening of Tenders.**

Tender form, terms of reference/ scope of work etc. can be downloaded from the official website of the Board [www.http://jkkvib.nic.in](http://www.jkkvib.nic.in) & @ [www.jktenders.gov.in](http://www.jktenders.gov.in). Chairman J&K SC-ST Hub Committee reserves the right to reject any offer without assigning any reason thereof.

S.No.	Description	Date & Time
01	Publish Date	05-09-2018
02	Bid Submission date	05-09-2018
03	Bid end date	19-09-2018 at 12.30 PM
04	Bid Opening date	19-09-2018 at 02.00 PM

**Application Form for hiring Outsourcing Agency to conduct SC/ST MSMEs climate survey**

1. Name of the agency/firm (in block letters).....
2. Nomenclature of agency, proprietorship/  
partnership/Ltd. Comp. etc.....
3. Office address of the agency/firm.....
4. Telephone No & e-mail address.....
5. PAN, GST number of the agency.....
6. Registration Number of agency.....
7. Year of commencement of the work.....
8. Turnover of the last three years (enclose audited copies of balance  
sheet).....
9. Availability of the resource person/manpower of the agency/firm.....
10. Details of previous works of the similar nature conducted by the agency/firm.  
(Please enclose attested photocopies of the work order etc.).....
11. Blue print/outline of the current climate survey to be submitted.....
12. Any other details, if any.....

Signature of the authorized Authority.

## **Scope of work**

1. The agency shall undertake a stratified random sample based climate survey of SC-ST MSMEs of the State as envisaged in NSSH Scheme.
2. The climate survey shall aim at ascertaining the status of SC/ST MSMEs, regarding availability of raw material, skill development, quality control, Marketing linkages, packaging and difficulties in participation in government/PSU tenders etc.
3. The climate survey shall also identify focus areas to be concentrated upon by SC-ST MSMEs viz, procurement by central/state government departments, PSUs and other large agencies.
4. The agency shall recommend the specific interventions to be undertaken to help improve the product quality, packaging, marketing and skill development of the SC/ST MSME workers.
5. The agency shall submit a comprehensive report to this office within stipulated period prescribed by the Board. The report should be crisp and should encompass all the above captioned field/activities.
6. The random sample for the representative climate survey shall have to be drawn from all the three regions of the state ( Jammu, Kashmir and Ladakh) involving area specific and region specific interventions. The professional/ technical recommendations must aim at empowering the SC/ST MSMEs and to enhance their share in procurement by Government Departments, PSUs and semi Government Offices etc.

## **Terms and Conditions**

1. The bidder should be duly registered with the Central/State Government Departments/Agencies.
2. The bidder shall furnish the details of the agency that is profile of agency, photographs, newspaper cuttings and work relevant works undertaken by the said agency.
3. The agency should have minimum 03 years of experience of survey/collection of data and shall have to produce relevant experience Certificate.
4. Preference shall be given to the agency which has carried out relevant data collection work of State/Central Govt. Department/Agencies experience.
5. The agency shall produce at least 3 years account statement duly audited by the registered CA.
6. The agency must have its own Office infrastructure located in the State.
7. The agency must have produce list of experienced, dedicated staff.
8. The agency shall produce the agreement on stamp paper of Rs 100, regarding completion of the said data work with in timeline which shall be worked out in consultation with the successful bidder& time period can't exceed two months from the date of placement of the work order.
9. If the successful bidder carries out the job unsatisfactorily or does not complete the job as per the terms and conditions, proportionate or full payment shall be forfeited by the Board and penalty as decided by the Board can be imposed on the defaulting bidder.
10. The data so collected shall be submitted in the form of hard/soft copy, as required by the Nodal Agency. The successful bidder shall have to submit atleast 10 hard bound copies of the report to J&K KVIB.
11. The agency shall produce earnest money in the shape of bank draft of Rs 20, 000, favoring FA & CAO J&K KVIB. The bidder shall pay tender cost of Rs.500/- in the shape of DD favoring FA & CAO J&K KVIB payable at Srinagar.
12. The Chairman J&K SC-ST Hub Committee shall have the right to object or accept the EOIs without assigning any reason.
13. For any legal dispute etc, jurisdiction shall be of Srinagar Courts only.



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**Tender Form for Conducting Climate Survey of SC/ST MSMEs  
of J&K State.**

**Financial Bid**

Details of the Job work:

- a. Name of the Work: **Climate Survey of SC/ST MSMEs of J&K State**
- b. Period of the work: 45 days.

S.No.	Particulars	Rate offered (In Rupees)
1	<b>Climate Survey of SC/ST MSMEs of J&amp;K State</b> (Rates should be offered inclusive of all types of taxes). For work details refer Scope of Work, Terms and Conditions etc as per the Tender Document.	

Total amount (in words.....)

Place

Date

*Authorized Signatory:*

*Name*

*Designation:*

*Name of Firm / Agency with address:*

*Seal of the Firm / Agency:*

*Phone / Mobile No :*

*Email Address :*