

**CUSTOM WEB PORTAL AND INTRANET DEVELOPMENT FOR SAAR GROUP OF
PRDUCER COMPANIES ESTABLISHED FOR LIVELIHOOD INTERVENTION IN
PIGGERY, SERICULTURE & HANDLOOM SECTORS IN DHEMAJI & LAKHIMPUR
DISTRICTS OF ASSAM**



SECTION PLAN

Section	Sub Section	Description
I	A	Information For Bidder (IFB)
	B	Eligible Bidder & Qualification Criteria (EBQC)
	C	Instruction To Bidders (ITB) – (Techno-Commercial)
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	I	Indicating Coding Plan
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Sl.No	KEY DATES	DATE	TI ME	MODE/VENUE
i	Date of Publishing the RFP	21 st April 2023	10:00 AM	Website
ii	Date of uploading of RFP & other Documents	21 st April 2023	11:00 AM	https://arohanfoods.com/tenders
iii	Bid submission starting date	21 st April 2023	11:00 AM	To be submitted in the Sealed Tender Box located in the premises of Arohan Foods Private Limited, House no 7, 1 st Floor, Zoo Narengi Road, Guwahati 781021. No documents will be accepted by hand. Couriers received in the address before due date will be accepted if found in a sealed condition.
iv	Last date of physical submission of Tender	20 th May 2023	5:00 PM	
vi	Last date of submission of Tender by Speed Post/Registered Post/ Courier	20 th May 2023	5:00 PM	No documents will be accepted by hand. Couriers received in the address before due date will be accepted if found in a sealed condition.
vii	Date and Venue of TECHNICAL BID opening	To be Notified		
viii	Date and Venue of FINANCIAL BID opening	To be Notified		



SECTION-I

A. INFORMATION FOR BIDDER (IFB)

1. Introduction

NHPC, in consultation with Institute of Rural Management Anand (IRMA), Gujarat, has taken up livelihood Intervention in Piggery, Sericulture & Handloom sectors in Dhemaji & Lakhimpur districts of Assam. The schemes have been designed on collectivization principles wherein Farmers are owners of the Farmer Producers Company (FPC) which is being developed as a collective enterprise. For each sector, Network Partner has been engaged for Social mobilization, sensitization programme, Enterprise Motivation Training, Capacity Building, Technical upgradation, exposure visits, infrastructure developmental works both at beneficiary level & at FPC Level, etc. Farmer Producer Company for each sector has been registered in Ministry of Corporate Affairs, Govt. of India as under:

- a) **For Piggery: SAAR Pig Producer Company Limited**
- b) **For Sericulture: SAAR Eri Silk Producer Company Limited**
- c) **For Handloom: SAAR Handloom Producer Company Limited**

2. Necessity for digital infrastructure and web interface:

As per the plan the consortium of NPs desires to have a well designed intranet interfaced with a web portal to manage integrated functions and services common to all the PCs while taking care of PC specific needs. The intranet intends to provide back-end services for all the stakeholders and stock holders of PC while the web interface shall have the provisions for mobile compliant user transactions, user interfaces and user experiences with contemporary tool supported applications. Since each PC has unique selling propositions, it is expected that each PC shall have a micro site whereas the portal shall take care of common services and interfaces providing better outreach and knowledge dissemination for the interested public in general. The intranet shall develop and deploy user centre score cards and dashboards for traceability of transactions and pro-active decision making.

There would be mother website wherein brief history necessitating creation of three FPCs shall be maintained with photo gallery & details related with implementation. Link to all the website for FPC shall also be created in the Mother Website (SAAR).

The portal will have online interfaces with the intranet through an adaptive architecture to meet the requirements of various actors including members and employees of PCs and various supply chain agents, prospective and existing customers.

The portal shall have facilities for web based data mining, business intelligence and AI based interfaces. Following network Partners shall oversee the project lifecycle:

- a) **For Piggery: Arohan Foods Private Limited**
- b) **For Sericulture: Institute of Integrated Resource Management**
- c) **For Handloom: Foundation for MSME Cluster.**

B. ELIGIBLE BIDDER & QUALIFICATION CRITERIA (EBQC)

1.0 ELIGIBLE BIDDER:

1.1 This Invitation for Bid is open to:

- a) The bidders who are incorporated legal entity and are legally and financially autonomous and operate under commercial law of their respective jurisdiction.
- b) The bidders may form a consortium as per the requirement of the work. In case of Consortium, the scope of work to be carried out by each partner shall be specifically mentioned along with their experience. In case of consortium of firms, one of the partners shall be nominated as the lead Partner who shall submit complete information pertaining to each partners in the consortium and shall be authorized to receive instructions and incur liabilities for and on behalf of the Consortium during pre-award/post award (if awarded) and this authorization shall be evidenced in the Consortium Agreement submitted with the RFP signed by legally authorized signatories of all the partners. In case of successful bidder, the agreement shall be signed by all partners of the Consortium so as to be legally binding on all partners.

1.2 Bidders shall not have been banned/ de-listed/ black listed debarred from business on the ground mentioned as under. Self-Declaration in this regard is to be submitted as per the enclosed proforma.

- 1.2.1 If the security consideration, including questions of loyalty of the Agency so warrants;
- 1.2.2 If the director /owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings during the last five years;
- 1.2.3 If the Agency has resorted to Corrupt, Fraudulent, Collusive, Coercive practices including misrepresentation of facts and violation of the any provisions mentioned herein in the RFP.
- 1.2.4 If the Agency uses intimidation / threatening or brings undue outside pressure for acceptance / performances of the job under the contract;
- 1.2.5 If the Agency misuses the premises or facilities of the employer, forcefully occupies or damages the properties of the employer including land, water resources, forests / trees or tampers with documents/records etc.
- 1.2.6 If the Agency does not fulfill the obligations as required herein and Violates terms & conditions which has serious affect for continuation of the work.
- 1.2.7 If the work awarded to the agency has been terminated by the employer due to poor performance of the work in the preceding 5 years.
- 1.2.8 On any other ground upon which business dealings with the Agency is not in the public interest.

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

1.3 The Bidders, whose contract(s) have been terminated due to poor performance by employer, shall not be allowed to participate in the bidding process for next 5 years w.e.f. the date of notification of termination.

2.0 QUALIFICATION CRITERIA:

2.1 The Bidder shall have the relevant experience of custom web portal development, development of enterprise systems like enterprise resource planning having all functional modules with system integration. The bidder having experience in implementing enterprise systems with back end ERP of reputed vendors shall also be eligible.

2.2 Profile and Competence of participating bidder shall be as under:

- a) Capability Statement of the participating organization. This should indicate enough evidence on its competence to be considered. Preference would be given to organizations having quality certifications in this area and having taken assignments in organizations similar to Scope of Work defined under ITB.
- b) Clientele list with their addresses with which the participating organization has worked on similar assignments.
- c) The organization should display competence in handling web related projects under SDLC, audits of information system related to intranet and mapping user requirements.

Bidder shall submit requisite documents in support of above points for evaluation by Employer on Quality Based Selection (QBS) system.

Experience of the consultancy in respect of website development shall be submitted in the following format:

Name of the Company with Telephone No. & email ID	Website Address	Detail of the project	Cost of Consultancy (in Rs.)	Date of start & completion of the consultancy services

As documentary evidence, the bidder is required to furnish completion certificate issued by the respective Clients in this regard.

2.3 Bidder should have sufficient manpower and resource for website development and data entry work. Profile of proposed members of the team to implement the project including their qualification, experience in relevant areas and details of similar projects handled should be enclosed. Their roles should also be mentioned. Team members having individual quality certification as per ISO, CMM and cloud (AWS) will be given due weightage.

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

- a) made misleading or false representations in the forms, statements, declarations and attachments submitted in proof of the qualification requirements; or
- b) record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.; and/or
- c) Participated in the previous bidding and had quoted abnormally high or low bid prices and could not furnish rational justification for it to the Employer.

INSTRUCTION TO BIDDERS (ITB) – (TECHNO-COMMERCIAL)

- 1.0 Name of Work: Web Portal development and backend INTRANET with seamless integrated functions for Farmer Producer Company(ies) Established for Livelihood Intervention in Piggery, Sericulture & Handloom Sector in Dhemaji & Lakhimpur Districts of Assam
- 2.0 Scope of Work:
- 2.1 The portal: The portal for three PCs is proposed to be a common platform for all the stakeholders to engage online. The portal envisages a “Mother Website” that will be an aggregator of all information for public and private consumption and sharing as per the rights provided to the stakeholders. The Mother website also will have following features:
- a) Dynamically updated contents on the role of NHPC in promoting the PCs support extended to the PCs including physical and financial assets. The role of NHPC should also be described in terms of the network with various agencies to promote the PCs.
 - b) Links to microsite of each PC shall emerge from this site with circular referencing.
 - c) By default a hierarchy of templates should be so designed for this site so as to provide seamless inheritance to each microsite in terms of standard content management, presentation, security, user rights administration and role management, user access.
- 2.2 Portal Architecture: The portal will pursue a common architecture and standard for a) tools, b) applications, c) content, d) database, e) security, f) network, g) security and h) user access and designs. It is encouraged to have opensource tools for website development and administration whereas the database should be relational with PL/SQL based coding and administration features with compliance to ACID properties, WAP compliance, UNICODE interfaces, API/CSV interfaces for online banking, e-commerce solutions and services. It is encouraged to have LINUX based servers for development and deployment of the portal.
- 2.3 INTRANET: The portal will have intranet applications to support functional administration of each PC as applicable in a business domain. Modular approaches will be adopted to integrate each module for transactions, reporting, and decision making. While it is encouraged to develop functional modules (will be generally marketing, sales, finance and accounting, HR, production, materials and stores) for making these intranet compliant, it is optional for the developer to recommend and keep provisions for incremental interfaces as and when each module is ready. Thus the INTRANET architecture will encourage a) PUSH-PULL cron jobs, b) ODBC interconnect,
- 2.4 WEB: Web interfaces are by default for the portal and its micro sites as well as the INTRANET. Web and INTRANET applications will be hosted in DMZ environment and will be firewall compliant (independent of hardware/software/hybrid services). The web service will also https compliant. Web services will be compliant with appropriate quality standards, business analytics and reporting with alerts for dynamic user tracking and alerts, transaction tracking (customer / user interfaces).
- 2.5 MOBILE COMPLIANCE: the portal and its microsities will be mobile compliant and lightweight for better user experience (UX) and user interface (UI). Relevant protocols will be adhered to.
- 2.6 CODING ARCHITECTURE: Coding architecture in this section refers to reflect the commonly identified principles to profile the member, customer, agents, assets, accounting and finance. Though each PC is different in its activity and processes, yet there has to be a common coding architecture to manage growth of each of the dimensions listed in this section and aggregate in the microsite as well as the mother website and INTRANET. Proper care will be taken to ensure future growth of each activity and integration. An indicative coding procedure is attached as Annexure I.

2.7: MICRO SITES: Each microsite will conform to requirements of each PC each of which is diverse in nature. Brief profile of each PC is presented below to estimate broad requirements and quantum of design, development and deployment work of each microsite. Details are in subsequent sections.

2.7.1 SAAR Eri Silk Producers company is a collectively promoted under the Livelihood promotion project of NHPC Subansiri Lower Hydroelectric Project for the community residing in the periphery of the downstream of the SLEP. This is registered as Producers Company under Companies Act 2013. The ESPC is owned by the 720 Producers Members formed under the Project and also governed by the elected representatives from these members. There is a further proposal to add 1280 more Eri Silk Producer in this group. There is special feature of this PC is that the 100 % members are women only, and restricted for women only. Physical Resources such as rearing house, Equipments and CFC is being supported by NHPC including Capacity Building trainings for the members.

Members of this PC are resources poor women from villages identified with in 30 km. distance of Subansiri River. The Villages for mainly under Dhemaji District and partly under Lakhimpur District. All the members are involved in Eri Silk Warm rearing. The intermediary product is Eri Silk Cocoons and its pupae. Finally the PC is producing spun silk yarn as marketable product. This product is uniquely produced only in this part of india, with some exception. The silk is also known as "AHIMSHA" Silk as worms need not to die to produced silk.

2.7.2 SAAR Pig Producer Company Limited (SPPC), a Farmer Producer Company registered under the companies act of 2013 was formed on the 10th day of January 2020. Based out of Gogamukh area of Dhemaji District of Assam, it is a collective enterprise of 2500 women pig rearers from Dhemaji and Lakhimpur Districts.

SPPC is the largest women led piggery based FPC in the country. The activities of the company includes rearing of pigs, pig breeding, feed manufacturing, processing of pork and value added pork including wholesaling, distributing and retailing.

2.7.3 SAAR Handloom Producer Company (SH{PC) Limited works with 200 members dealing with Handloom Products at Dhemaji and Lakhimpur Districts, Assam" The P.C. was registered in December 2019. All members of the PC are women involved in weaving, embroidery and related activities. The Producer Company originates from Dhemaji and Lakhimpur districts of Assam and is being promoted under the brand name 'SAAR Handloom' which endeavours to weave rich tradition of Assam with contemporary designs through 'Eri' and other yarns blended with natural colours to create unique fabric."

2.8. User / Administrator Logs: The portal will provide logs of each user who has access rights to each micro-site (private) / INTRANET. Alerts / unsuccessful attempts to get a service / for each category of users will be available to the administrator or authorized users. For prospective customers/ consumers web-analytics based traceability will be provided for better engagement.

2.9. Infrastructure and Services: The RfP should explore, estimate and justify the infrastructure to be deployed in a on site physical infrastructure or adopt any of the cloud based alternatives like i) Private Clouid, ii) Public, iii) Hybrid. Besides, the RfP shall also recommend the process for justifying the Database as a service, Platform as a Service, Software as a Service. It shall also detail the approach for maintenance of the digital assets and services.

3. Systems for PCs: The SoPs for each PC are attached as Annexure II. Following sub-sections present indicative systems requirements specifications.

3.1. Broad Contors of Systems and processes of SAAR Pig Producer Company Limited:

- a) Defining entities, fields, linkages, reports, formats, dashboard design, architecture, etc. in consultation with employer and representative of NHPC & IRMA.
- b) Producer Group details viz. ID, Name, etc. and its linkages with requisite entities. Total producer groups to be registered initially shall be 50 nos.
- c) Farmer (owners) details viz. UMID, Name, Age, Gender, Date of Birth, Village, Taluk, Block, District, Bank Account Details, PAN No., Aadhar No., photo, location (lat. & long.), its plotting on google map, traceability on google map, etc. and its linkages with requisite entities & filed as desired. Total farmers to be enrolled initially shall be 2500 nos.
- d) Pig details viz. Pig ID, ear tag details, age, health care details, pig health card digitization, linked to farmer through UMID, etc. Each farmer may have “n” nos. of pigs.
- a) Livelihood Indicators: Livelihood indicators are to be finalized for tracking pre & post intervention.
- e) Training: Appropriate fields related with type of training, date of training, UMID, location, etc. to be defined & data to be entered accordingly.
- f) Assets: Categorized as assets/ infrastructure at farmer level and assets/ infrastructure at Common Facility Centre. Each assets/ infrastructure to have an asset ID. For assets/ infrastructure at farmer level fields like type of assets, quantity, value, ID, UMID, date of acquisition, etc. to be maintained & recorded. For assets at CFC level fields like type of assets, quantity, value, ID, date of acquisition etc. to be maintained & recorded.
- g) Transactions: All transactions between “Farmer-FPC” and “FPC-Farmer” either in respect of raw material of product, batch wise or stock wise, to be defined with all details as desired and as per requirement of scheme & its business module.
- a) Products: Based upon the transaction and business module between “members and the PC”, raw product as well as processed products (with value addition) to be recorded & maintained as inventory with proper product coding, its pricing, sales, etc.
- h) Market orders: Appropriate field as per business module, market & product inventory, etc. to be developed.
- i) Photo Gallery: Various photos linked with entities & fields defined under each scheme.
- j) Sale/ Purchase: The portal shall have provision for sale of products to B2B & B2C with payment portal facility. Invoice of each sale proceeds shall be generated in a format as desired and the quantity sold shall automatically reflect in inventory status.
- k) Other investment/ expenses/ running & maintenance cost: To account for investments made in future towards expansion either directly or under grant/ convergence plan, details in respect of miscellaneous expenses and running & maintenance charges so as to generate/ assess quarterly balance sheet/ accounting of the FPC including all incoming & outgoing amounts with each detail being recorded.
- l) FPC Staff details: Details such as Name, Father’s name, age, date of birth, bank details, ID, designation, type of employment, photo, salary, Aadhar card details, etc.
- m) All requests & responses be served over HTTPS.

- 3.2 Broad Contors of Systems and processes of *SAAR Eri Silk Producer Company Limited*:
- b) Defining entities, fields, linkages, reports, formats, dashboard design, architecture, etc. in consultation with employer and representative of NHPC & IRMA.
 - c) Producer Group details viz. ID, Name, etc. and its linkages with requisite entities. Total producer groups to be registered initially shall be 72 nos.
 - d) Farmer (owners) details viz. UMID, Name, Age, Gender, Date of Birth, Village, Taluk, Block, District, Bank Account Details, PAN No., Aadhar No., photo, location (lat. & long.), its plotting on google map, traceability on google map, etc. and its linkages with requisite entities & filed as desired. Total farmers to be enrolled initially shall be 720 nos and the number is likely to grow.
 - b) Livelihood Indicators: Livelihood indicators are to be finalized for tracking pre & post intervention.
 - e) Trainings: Appropriate fields related with type of training, date of training, UMID, location, etc. to be defined & data to be entered accordingly.
 - f) Assets: Categorized as assets/ infrastructure at farmer level and assets/ infrastructure at Common Facility Centre. Each assets/ infrastructure to have an asset ID. For assets/ infrastructure at farmer level fields like type of assets, quantity, value, ID, UMID, date of acquisition, etc. to be maintained & recorded. For assets at CFC level fields like type of assets, quantity, value, ID, date of acquisition etc. to be maintained & recorded.
 - g) Transactions: Transactions between “PC” and “Member” either in respect of raw material of product, batch wise or stock wise, to be defined with all details as desired and as per requirement of scheme & its business module.
 - h) Products: Based upon the transaction and business module between “members and the PC”, raw product as well as processed products (with value addition) to be recorded & maintained as inventory with proper product coding, its pricing, sales, etc.
 - i) Market orders: Appropriate field as per business module, market & product inventory, etc. to be developed.
 - j) Photo Gallery: Various photos linked with entities & fields defined under each scheme.
 - k) Sale/ Purchase tab: The website shall have provision for sale of products to B2B & B2C with payment portal facility. Invoice of each sale proceeds shall be generated in a format as desired and the quantity sold shall automatically reflect in inventory status.
 - l) Other investment/ expenses/ running & maintenance cost: Suitable fields as per scheme to be created so as to account for investments made in future towards expansion either directly or under grant/ convergence plan, details in respect of miscellaneous expenses and running & maintenance charges so as to generate/ assess quarterly balance sheet/ accounting of the FPC including all incoming & outgoing amounts with each detail being recorded.
 - m) FPC Staff details: Details such as Name, Father’s name, age, date of birth, bank details, ID, designation, type of employment, photo, salary, Aadhar card details, etc.
 - n) All requests & responses be served over HTTPS.
- 3.3. Broad Contors of Systems and processes of *SAAR Handloom Producer Company Limited*:

- c) Defining entities, fields, linkages, reports, formats, dashboard design, architecture, etc. in consultation with employer and representative of NHPC & IRMA.
- d) Producer Group details viz. ID, Name, etc. and its linkages with requisite entities. Total producer groups to be registered initially shall be 20-22 nos.
- e) Weavers/ Artisans (owners) details viz. UMID, Name, Age, Gender, Date of Birth, Village, Taluk, Block, District, Bank Account Details, PAN No., Aadhar No., photo, location (lat. & long.), its plotting on google map, traceability on google map, etc. and its linkages with requisite entities & filed as desired. Total Weavers/ Artisans to be enrolled initially shall be 220-250 nos.
- f) Livelihood Indicators: Livelihood indicators are to be finalized for tracking pre & post intervention.
- g) Trainings: Appropriate fields related with type of training, date of training, UMID, location, etc. to be defined & data to be entered accordingly.
- h) Assets: Categorized as assets/ infrastructure at Weavers/ Artisans level and assets/ infrastructure at Common Facility Centre. Each assets/ infrastructure to have an asset ID. For assets/ infrastructure at Weavers/ Artisans level fields like type of assets, quantity, value, ID, UMID, date of acquisition, etc. to be maintained & recorded. For assets at CFC level fields like type of assets, quantity, value, ID, date of acquisition etc. to be maintained & recorded.
- i) Transactions: Fields w.r.t. all transactions between “Members and the PC” either in respect of raw material of product, batch wise or stock wise, to be defined with all details as desired and as per requirement of scheme & its business module.
- o) Products: Based upon the transaction and business module between “members and the PC”, raw product as well as processed products (with value addition) to be recorded & maintained as inventory with proper product coding, its pricing, sales, etc.
- j) Market orders: Appropriate field as per business module, market & product inventory, etc. to be developed.
- k) Photo Gallery: Various photos linked with entities & fields defined under each scheme.
- l) Sale/ Purchase tab: The website shall have provision for sale of products to B2B & B2C with payment portal facility. Invoice of each sale proceeds shall be generated in a format as desired and the quantity sold shall automatically reflect in inventory status.
- m) Other investment/ expenses/ running & maintenance cost: Suitable fields as per scheme to be created so as to account for investments made in future towards expansion either directly or under grant/ convergence plan, details in respect of miscellaneous expenses and running & maintenance charges so as to generate/ assess quarterly balance sheet/ accounting of the FPC including all incoming & outgoing amounts with each detail being recorded.
- n) PC Staff details: Details such as Name, Father’s name, age, date of birth, bank details, ID, designation, type of employment, photo, salary, Aadhar card details, etc.
- o) All requests & responses be served over HTTPS.

4. Overall Expectations From The Project

- I. The project is on turn-key basis integrating intranet with the web portal facilitating unified services with following highlights:
 - a. Making the UI and UX mobile compliant with the cloud support. The applications should work on online and offline modes and should be adaptable to dynamic bandwidth availability in the access layer where common users interact with the service .
 - b. The technology stack behind each micro site of the portal and all the functional modules of the intranet should promote high interoperability among each other and provide the best UX.
 - c. As far as possible preferences should be given to open source tools if found feasible. Database should conform to standards so that linking to applications and architectures of services, including payment gateways, is seamless.
 - d. The project should be handled by the same team and the bidder should avoid changing team members during the project period. Heavy penalty will be imposed for such activity.
 - e. Hosting of sites will be on cloud services.
 - f. Relation & Data base management system (RDBMS) shall be used.
 - g. Provision for extending the sites with features like Google Analytics and ML be also kept in mind during development for managerial decisions.
 - h. Each microsite and portal will have relevant payment gateways. All relevant SCM and CRM services will also be part of the proposal with seamless integration features for interconnection between the portal and the intranet.
 - i. The enterprise system should conform to distributed architecture across all functions, modules and applications as feasible to optimise software services.
- II. The integrated intranet and web portal shall have following features :
 - a) Scorecard and Dashboard View – where administrator or management can view status of major parameters and data captured in various entities for analysis and reporting in the desired format.
 - b) Employee View – where the assigned employees as per the user rights provided by the administrator shall manage the database and data life cycle.
- III. Admin & Intranet Services: The website shall have admin & intranet facility for updating of all data and employee (for PC staff) friendly fields for administrative & company policy purpose viz. Employee self-services (HRMS Modules) and mail service.
- IV. Benchmarking: Various relevant national / international websites should be studied and benchmarked. Based on benchmarking the bidder shall prepare at least three templates / wireframes / screen flows and interfaces with intranet services. Each page template shall be sequenced, numbered, clustered based on homogeneity – to ensure better communication on the website. These templates will be submitted for acceptance before project proceeds further. Bidder also shall benchmark browser based performance and should work on all major modern browsers. Mobile and UNICODE compliance should be part of the benchmarking.
- V. Site Architecture: The bidder should propose an enterprise and cloud based architecture based on its benchmarking report for the web portal, INTRANET and the interfaces. Site architecture shall be submitted for acceptance before project proceeds further.

- VI. System Analysis & Design: The project being a turn key , the bidder shall prepare a comprehensive system requirement specification document and follow the SDLC principles. The client and the successfull bidder shall create development teams to oversee the SDLC project.

The project shall adhere to the SDLC driven prototyping, piloting and training the users before commissioning the project. The project handover shall include documentation like User Manual and b) Systems Manual. User manual should have sequentially presented operating procedures along with FAQs. Vendor should provide adequate training to the defined user groups to effectively use the Content Management System (CMS). Manuals should be provided for the intranet web administrators and content managers. System manuals including data dictionary, source code/ logic used for each web-page, context diagram, sequence diagram etc., for the reference of PCs.

- VII. System security: The project should implicitly consider provisioning of adequate system security infrastructure. A suitable firewall preferably hardware should be aprt of the network design. The security infrastructure should be able to identify and restrict spread of malware, spam and malicious code in the systems, manage logs and generating alerts to the administrators as per the agreed roles; and removal of the same.

- VIII. The scope: The bid shall consider effeorts for:

- a. The entire project should have browser independent services and interfaces and also should be operating system independent for mobile users.
- b. The developed systems and applications should be UNICODE compliant wherever feasible.
- c. Monitoring of intranet and website should include functionality to ensure that everything is working as it should and provide updates when necessary. Software updates may be necessary to address security or stability issues in the software or to add new features, and may include viz. Server-level updates, Application-level updates, Plugin-level updates, Front-end updates to HTML, CSS, and Javascript, Assisting with downtime or performance issues, addition of new features or changes to existing features on the website, Consultation, advice and guidance on the use of the website, etc.
- d. The bidder is required to submit detailed methodology and technologies used viz. database, programming, language used etc. with timeline to be adopted towards implementation of the project as mentioned under scope of work.
- e. The scope of works mentioned above is only indicative in nature and shall not be construed as comprehensive one.
- f. Prototype: A prototype of the web portal and INTRANET shall be developed on the basis of benchmark, site architecture shall be submitted for approval of Employer.
- g. The process shall adhere to SDLC driven development, tests (Alpha, Beta and User acceptance tests)
- h. Manual & Training: There will be two manuals, i.e. a) User Manual and b) Systems Manual. User manual should have sequentially presented operating procedures along with FAQs. Vendor should provide adequate training to the defined user groups to effectively use the Content Management System (CMS). Manuals should be provided for the web administrator as well as content managers. System manuals including data dictionary, source code/ logic

used for each web-page, context diagram, sequence diagram etc., for the reference of PCs.
It will also include alerts for taking regular backups.

- IX. The bidder, in their own interest, should visit & discuss the project & scope of works in detail to satisfy themselves, before submitting their offer, in respect of nature of job, data availability, etc. which may influence the timeline or affect the works or cost thereof.
- X. The bidder should note that employer shall bear no responsibility for the lack of acquaintance of the nature & extent of job or any information relating thereto, on their part. The consequences of the lack of any knowledge, as aforesaid, on the part of the bidder shall be at their risk and cost and no charges or claims whatsoever consequent upon the lack of any information, knowledge or understanding shall be entertained or payable.
- XI. The bidder is expected to examine carefully all instructions, qualification information, Scope of work, Conditions of Contract, etc. in the RFP Document. Failure to comply with the requirements of RFP Documents shall be at the bidder's own risk. Bids, which are not substantially responsive to the requirements of the RFP Documents, shall be rejected.
- 3.0 Clarification in respect of RFP Document: A prospective Bidder requiring any clarification may notify in email at the Employer's details indicated in the Notice Inviting RFP. The Employer will respond to any request for clarification received earlier than 15 days prior to the deadline for submission of bids.
- 4.0 Amendment of Bidding Documents:
- a) At any time prior to the deadline for submission of bids, Employer may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective Bidder, amend the RFP documents. Such amendments shall be posted.
 - b) Bidders are required to acknowledge the receipt of any such amendment. It will be presumed that the amendment has been accepted and the information contained therein has been taken into account by the Bidder in its bid.
 - c) The bidders are requested to confirm any amendments before the due date for opening of bids to ensure that they have not missed any corrigendum/ addendum uploaded against the said RFP.
 - d) In order that prospective Bidders get reasonable time to submit their bids as per the amendment, if any, Employer, at its discretion, may suitably extend the deadline for the submission of bids.
- 5.0 Language of Bid: All documents relating to the bids shall be in English Language.
- 6.0 Submission of Bid: The Techno-commercial Bid and Price Bid to be submitted in two separate envelopes to **RFP For Common Web Portal, Arohan Foods Private Limited, House No 7, 1st Floor, Zoo narengi Road, Guwahati 781021, Assam** . Envelope-I shall contain Techno-commercial bid along with all relevant & requisite documents. Envelope-II shall contain price bid which shall be opened only when techno-commercial bid of bidder is accepted for further consideration. While submitting the bids, the bidder shall read the terms & conditions and accepts the same on their letter head.

Based upon the RFP document & with reference to ITB , bidder may submit proposals with variation/ suggestion in the terms & conditions as well as scope of works separately. The same shall be considered by Employer w.r.t. basic requirements/ concept behind development of customized web portal for the PCs.

7.0 Commercial Terms:

- 7.1 The Bidder should have PAN in the name of the Firm or Individual as may be possible.
 - 7.2 The Bidder should have GST Registration number as per rules & law established from time to time.
 - 7.3 Development time: The bidder shall mention the development cycle time by adopting SDLC tools.
 - 7.4 Alpha test time: After signing off the development based on SDLC, the bidder shall provide estimated time for completing alpha test.
 - 7.5 Beta test time: After intimating completion of Alpha test, the bidder shall provide estimated time for completing Beta test following which the coding will undergo change to incorporate user inputs.
 - 7.6 Signing off user acceptance test time: The bidder shall estimate the time required for completing the process of user feedback and declaring the service online.
 - 7.7 Post commissioning live runs: The bidder shall indicate minimum time duration required for live performance measurement of the services.
 - 7.8 Post project maintenance and warranty:
 - 7.8.1 Warranty period: After successful completion of the project, warranty period shall be for 2 years.
 - 7.8.2 Assured up-time during warranty period: The bidder shall provide up-time in percentage computed over annual warranty period or multiple years thereof.
 - 7.8.3 The up-time shall be computed six monthly basis. Any reduction in up-time by 1%, the bidder shall specify extension of the warranty period by%.
 - 7.9 Maintenance of software (OS, Database & Applications including middleware & firmware): The bidder shall intimate the time required to respond to maintenance requests, generally through a ticket generation. Though all these software services will be on cloud, it is preferred to deploy on-site personal to look after maintenance. The bidder shall confirm to this. Alternately, the bidder may provide estimated cost & procedure to handle maintenance requests remotely. The bidder shall confirm minimum number of tickets for maintenance requests during warranty period. The unit rate for additional requests should also be indicated.
 - 7.10 Post project commissioning development work: The bidder shall agree to take up additional works which are not related to maintenance. The bidder shall submit the rates on man-day basis to complete the new development work. The bidder shall adhere to SDLC principles to complete the assignment.
- 8.0 Intellectual Proprietary Rights and Confidentiality: Developer agrees that the development of the Technology (but excluding Developer Tools) is "work made for hire" and that the Technology and any part of it shall be the sole property of Client. "Developer Tools" means the materials, information, trade secrets, generic programming codes and segments, algorithms, methodologies, processes, tools, data, documents, notes, programming techniques, reusable objects, routines, formulae and templates that: (a) are developed prior to the Technology and utilized by Developer in connection with the Technology; (b) are designed to perform generalized functions not specific to the particular requirements of Client or the Technology; (c) do not contain any of Client's Confidential Information or other information or items provided by Client; and (d)

cannot reasonably be expected to provide Client an advantage over its competitors. The Developer agrees to forfeit all rights over the Technology developed in favour of the Client and the Developer shall not do or cause to do any act which may adversely prejudice any such rights. All intellectual and industrial property rights of any result, report or other document and materials produced by the Developer shall be owned by the Client, unless otherwise agreed in writing between the Parties. The Developer shall take all necessary actions, as may be requested by the Client, to ensure that the rights to the Technology and any part of it, shall be the exclusive property of the Client, at no additional cost, other than the Fee. In case any part of the Work is sub – contracted then client and developer will together enter into similar agreement to record such work. Further, client and developer shall work together to ensure that all intellectual and industrial property rights of any result, report or other document and materials produced by such sub-contractor shall be exclusively owned by the client.

9.0 Bidding Process:

- 9.1 A bidder w.r.t. their proposals/ submissions, as mentioned under ITB Clause, shall be intimated through post/ email. If the bidder does not choose to make the presentation as mentioned in ITB Clause, the bid shall be considered as non responsive and shall be rejected.
- 9.2 Bidder is required to sign each & every page of the bid for which requisite document in respect of authorized signatory shall be appended with the Technical bid.
- 9.3 Bid Prices: The Contract shall be for the whole Works, as described in the Scope of Work. The quoted price shall be fixed and firm. The bidder is required to quote the price in Figures and Words. The contract sum quoted by the bidder shall be inclusive of all duties, taxes, royalties & other levies, as applicable prior to deadline for submission of Bid.
- 9.4 Currencies of Bid: The rates and prices shall be quoted by the bidder entirely in Indian Rupees.
- 9.5 Bid Validity: Bids shall remain valid for a period of 120 days after the deadline date for bid submission. In exceptional circumstances, prior to expiry of the original time limit, Employer may request that the bidders to extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable or email. A bidder may refuse the request as deemed fit. Letter of Award to the selected bidder shall be provided only after the written approval from the NPs and shall mention the payment terms for the same. Payments shall be made only after the receipt of the same from NHPC Ltd and shall be subjected to any deductions made by NHPC ltd in the context of the MIS.
- 9.6 Alternative proposal by Bidder: Bidder(s) shall submit offers that comply with the requirements of the bidding documents, including the Schedule of Quantities and Price, and the basic technical inputs as mentioned in the Scope of Work. Further, failure to furnish all information required by the Bid Document or submission of incomplete offers, conditional Bid and proposals containing deviations from the Bid Document shall be rejected as non-responsive.
- 9.7 Deadline for Submission of Bids: Bids completed in all respect shall be submitted within 30 days from the date of issue of Notice for RFP. In the event of the specified timeline for the submission of bids being declared a holiday, the bids shall be received up to the specified time on the next working day. Employer may, in the exceptional circumstances and at its discretion, extend the deadline for submission of bids by issuing a corrigendum/ amendment, as mentioned in above para, in which case all rights and obligations of Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

- 9.8 Any bid received beyond stipulated submission timeline, mentioned herein, shall not be considered.
- 9.9 Any alteration/ modification in the Bid or additional information supplied subsequently to the Bid after period of bid submission, unless the same has been expressly sought for by the Employer, shall be disregarded.
- 9.10 Modification and Withdrawal of Bid: After submission of the bid, the bidder can re-submit revised bid any number of times but before stipulated timeline for submission of bid. In case Employer desired through amendment/corrigendum to submit revised financial bid then it shall be mandatory to submit revised financial bid. In such case the bid submitted before amendment/corrigendum shall become invalid. No Bid shall be withdrawn or modified/ revised in the interval between the Bid submission deadline and the expiration of the Bid validity period specified in Bid Document.
- 9.11 Bid Opening: The Employer shall open the bids received (except those received late) in the presence of the bidders / bidders' representatives who choose to attend at the time, date and place communicated to the bidder. In the event of the specified date, as communicated to the bidder by Employer, for the opening of bids is declared a holiday, the Bids shall be opened at the appointed time and location on the next working day.

Envelope-I i.e. Techno-Commercial Bids shall be opened first. Envelope-II i.e. Price Bid of only those Bidder(s), who are found to be meeting the Qualification criteria as well as are technically responsive for the subject Works shall be opened thereafter.

The date of opening of the Price Bid shall be notified separately to the entire eligible & technically responsive Bidder. The Price Bid shall be opened in presence of Bidder's representatives who wish to be present at the notified time and place.

The Financial Bids of Bidder(s), who are not considered eligible w.r.t. technical bid, shall not be opened and will be archived unopened. The decision of Employer shall be final and binding in this regard.

- 9.12 Examination of Bids and Determination of Responsiveness: During the detailed evaluation of "Techno-Commercial Bids", the Employer will determine whether each Bid meets the Qualification criteria; bid has been properly signed; is substantially responsive to the requirements of the bidding documents; etc.

A substantially responsive "Bid" is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance related with the works as mentioned in the bid document; or which limits in any substantial way, the Employer's rights or the Bidder's obligations under the Contract; or whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids; etc. Employer shall also consider ITB to evaluate determination of responsiveness of bid.

If a "Bid" is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non conforming deviation or reservation.

During technical Bid evaluation, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and response shall be in writing or e-mail, however, no change in the price or substance of the Bid shall be sought, offered

or permitted. Reply shall be submitted by Bidder within a stated reasonable period of time. If Bidder does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its Bids may be rejected.

9.13 **Evaluation and Comparison of Bids:** The bids shall be evaluated and compared only when the bids determined to be substantially responsive and as per the requirement specified in the scope of work. **(Tools preferred open source-database, mobile compliance, documentation, quality certification)**

9.14 Bids will be assessed in accordance with Quality Based Selection (QBS) system. The technical capacity of the bidder shall be evaluated on the following criteria:

PART A: Technical Criteria (Web DEvelopment and Deployment)	Maximum Marks
<p>Bidder's experience in successfully completing their services for development of PORTAL and Microsite(s)</p> <p>(i) PORTAL + 2 websites of similar nature (10 marks)</p> <p>(ii) PORTAL + 3 websites of similar nature (15 marks)</p> <p>(iii) PORTAL + 4 or more websites of similar nature (20 marks)</p> <p>(iv) Deploying appropriate Architecture (10 marks)</p>	30 marks
<p>Experience of developing website for :</p> <p>(i) Capability Statement of the participating organization. This should indicate enough evidence on its competence to be considered. Preference would be given to organizations having quality certifications in this area and having taken assignments in organizations similar to Scope of Work defined under ITB. (15 marks)</p> <p>(ii) Clientele list with their addresses with which the participating organization has worked on similar assignments. (10 marks)</p> <p>(iii) The organization should display competence in handling web related projects under SDLC, audits of information system related to intranet and mapping user requirements. (15 marks)</p>	40 marks
<p>Details of key personnel to be deployed (either in-house or hired) for the project, their qualifications, their roles & responsibilities, experience in the field of website development as well as w.r.t. data entry including flow chart of organization structure</p> <p>(i) All requisite manpower required are in-house employees in the bidder's firm for minimum 2 years (20 marks)</p> <p>(ii) Part of requisite manpower to be hired as consultant/ experts by the bidder for the project (10 marks)</p> <p>(iii) All requisite manpower to be hired for the project work (5 marks)</p>	20 marks
Presentation made by bidder in terms of ITB Clause 2.7	10

PART A: Technical Criteria (Web DEvelopment and Deployment)	Maximum Marks
Total Marks	100 marks

9.15 Bids will be assessed in accordance with Quality Based Selection (QBS) system. The technical capacity of the bidder shall be evaluated on the following criteria:

PART B: Technical Criteria (INTRANET Development and Deployment)	Maximum Marks
Bidder's experience in successfully completing their services for development of INTRANET (i) Functions in Silos (5 marks) (ii) Functions with integration (20 marks)	25 marks
Experience of developing website for : (i) Capability Statement of the participating organization. This should indicate enough evidence on its competence to be considered. Preference would be given to organizations having quality certifications in this area and having taken assignments in organizations similar to Scope of Work defined under ITB. (15 marks) (ii) Clientele list with their addresses with which the participating organization has worked on similar assignments. (10 marks) (iii) The organization should display competence in handling web related projects under SDLC, audits of information system related to intranet and mapping user requirements. (15 marks)	40 marks
Details of key personnel to be deployed (either in-house or hired) for the project, their qualifications, their roles & responsibilities, experience in the field of INTRANET development including organization structure (i) All requisite manpower required are in-house employees in the bidder's firm for minimum 2 years (25 marks) (ii) Part of requisite manpower to be hired as consultant/ experts by the bidder for the project (15 marks) (iii) All requisite manpower to be hired for the project work (5 marks)	25 marks
Presentation made by bidder in terms of ITB Clause 2.7	10
Total Marks	100 marks

9.16 Bids will be assessed in accordance with Quality Based Selection (QBS) system. The technical capacity of the bidder shall be evaluated on the following criteria:

PART C: Commercial Terms	Maximum Marks
9.16.1 AMC Cost: >=10% (5 marks), <10%, (15marks)	15
9.16.2 Advance Payments: Nil (15 marks), mandatory (5 marks)	15
9.16.3 Deployment of On-site Manager: Yes (30 marks), No (5 marks)	30
9.16.4 Sharing Source code: Yes (30 marks), No (5 Marks)	30
9.16.5 Agreeing IPR clause of the Bid: Yes (10 Marks), No (0 Marks)	10
Total Marks	100 marks

9.17 Overall Technical Score: 35% of Score obtained in PART-A + 50% of Score Obtained in PART-B + 20% of Score obtained in PART-C.

9.18 The Price bids of only those bidders shall be considered who scores minimum Sixty Five Percent (65%) marks in the evaluation (195 of 300 Marks) to be considered for the next process.

9.19 In case the total cost as quoted by the bidders in their price bid are tied among the bidders, Employer may go for snap bid or other alternative method to decide the lowest successful bidder at its sole discretion.

10.0 Confidentiality: Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award shall not be disclosed to bidder(s) or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.

11.0 Award Criteria: Employer shall award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be eligible in accordance with the Qualification Criteria and the evaluated Bid Price is within a reasonable amount for the scope of works mentioned in the bid document.

12. The bidder whose bid has been accepted shall be notified of the award by Employer prior to expiration of the Bid validity period through the "Letter of Award", which shall state the sum that Employer shall pay in consideration of the execution & completion as mentioned herein.

13. The bidder shall sign & return the Letter of Award within seven (07) days of issue of said letter as a token of acceptance of offer. The bidder shall sign the contract agreement within 15 days of acceptance of Letter of Award. The contract agreement shall constitute of Letter of Award, Bid document & all correspondences between Employer & successful bidder during evaluation of bid. Letter of Award to the selected bidder shall be provided only after the written approval from the NPs and shall mention the payment terms for the same. Payments shall be made only after the receipt of the same from NHPC Ltd and shall be subjected to any deductions made by NHPC ltd in the context of the MIS.

14. Performance Security: Bidder is required to submit 5% of the contract sum as security deposit with the Employer at the time of signing of Agreement either in form of Bank Guarantee from Nationalised Bank or in form of Demand Draft in favour of SAAR Pig Producer Company Limited. Failure of the successful Bidder to comply with the requirements of submission of Performance Security Deposit shall constitute sufficient grounds for cancellation of the award.
15. Employer's Right to Accept any Bid or Reject any or all Bids: Employer reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without assigning reasons thereof, and without thereby incurring any liability to the affected bidder or bidders.
- 16.0 Employer reserves the right to verify all statements, information and documents submitted by the bidder in response to the RFP. Any such verification or lack of such verification by Employer shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of Employer thereunder.



SECTION II

Templates	
Form-1	General Information
Form-2	Letter of Tender Form
Form-3	Work Experience Record
Form-4	Declaration of Ineligibility
Form-5	Form of Tender Acceptance Letter

FORM - 1

General Information

Bidders are requested to complete the information

1.	Name of firm					
2.	Head office address			Country:		
3.	Telephone Fax Email	Contact Person(s) Name Title/Position				
4.	Place of incorporation / registration Date					
5.	Legal status of firm		Field of specialty in business			
6.	Number of present permanent employees:					
		Detail	Computer/ IT Engineer	Other Technical Staff	Non Technical Staff	Others
		Nos.				
8.	Quality assurance system in head office		Certified by:			
9.	Agent or representative in INDIA Name Address Telephone		(if exists) Fax & Email			

Date:

Signature

FORM-2

Letter of Tender Form

To
Network Partners of
SAAR ERI Producer Limited,
SAAR Pig Producer Limited,
SAAR Handloom Producer Limited

1. We have read and examined the RFP documents relating to the work “Custom Web Portal development for Farmer Producer Company(ies) Established for Livelihood Intervention in Piggery, Sericulture & Handloom Sector in Dhemaji & Lakhimpur Districts of Assam”
2. We hereby tender for execution of the work referred to in the documents in all respects with the details given herein within the period(s) of completion as mentioned in the Conditions of Contract and subject to such terms and conditions as stipulated in the Bid Document.
3. We agree to keep this bid document for acceptance for 90 days from the date of opening thereof and also agree not to make any modifications in its terms and conditions on our own accord.
4. Should this bid be accepted, we agree to abide by and fulfill all the terms and conditions and provisions of the above mentioned tender documents.
5. We certify that the bid submitted by us is strictly in accordance with the terms, conditions, etc. as contained in Tender Documents. It is further certified that information furnished in the Tender submitted by us is correct to the best of our knowledge and belief.
6. **“We hereby also declare that any of the firms/Companies (including our sub-Contractors) participating in this Tender have not been declared ineligible.**

(Signature of person duly authorized to sign the Tender on behalf of the Bidder alongwith seal of company)

Name_____

Designation_____

Signature_____

Name of Company_____

Date:_____

Witness:

Name & Address:_____

Signature_____

Date:_____

FORM –3
Work Experience Record

Name of Bidder: _____

Sl. No.	Name of Project	Name of Client	Description of Work & Contract no.	Value of Work	Date of Award/	Date of Start of work	Date completion of work	Remarks
1								
2								
3								
4								
5								

Note: Copies of Work experience certificates from appropriate authority of the Client with regard to above to be submitted by bidder.

(Seal & Signature of the Bidder)

FORM – 4

**FORM OF DECLARATION OF INELIGIBILITY
UNDERTAKING**

I/ We, M/s (Name of Bidder) hereby
certify that I/we have not been declared ineligible by any firm/ organization/ government department as mentioned in the
bid document.

(Seal & Signature of the Bidder)

FORM-5

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To
Network Partners of
SAAR ERI Producer Limited,
SAAR Pig Producer Limited,
SAAR Handloom Producer Limited

Sub: Acceptance in respect of Terms & Conditions of RFP Document of “Custom Web Portal development for Farmer Producer Company(ies) Established for Livelihood Intervention in Piggery, Sericulture & Handloom Sector in Dhemaji & Lakhimpur Districts of Assam”.

Sir,

1. I/We have gone through the RFP document for the above mentioned ‘Work’.
2. I/We hereby certify that I/We have read all the terms and conditions of RFP document (including all annexure(s), schedule(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
3. The Corrigendum(s) issued from time to time too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept all the terms and Conditions of above mentioned RFP document and corrigendum(s) as applicable.
5. In case any provisions of this tender are found violated, then you shall without prejudice to any other right or remedy be at liberty to reject my bid.
6. I/We confirm that our bid shall be valid up to 90 days as mentioned in the RFP document from the date of opening of Envelope-I, Technical Bid.
7. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
8. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
9. I/We understand that you are not bound to accept the lowest or any bid you may receive.
10. I/We certify that comply with the eligibility requirements as per Bid documents.
11. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any firm/ agency/ organization/ company/Govt. Department/ Public sector undertaking.

Seal and Sign of Bidder

Name:

Address:

SECTION-III

CONDITIONS OF CONTRACT

1.0 SECURITY DEPOSIT FOR PERFORMANCE:

1.1 Security Deposit shall comprise of Performance Security Deposit to be furnished by the Consultant at the time of Award of Work.

1.2 The bidder shall submit Performance security deposit of 5% (five percent) of the Contract Price at the time of signing of Agreement with the Employer i.e. within 15 days from the date of issue of letter of Award, in any one of the following forms:

- a) Demand draft on any Nationalised/scheduled Bank of India in the name of Employer; or
- b) Bank Guarantee from an Indian Nationalised/Scheduled Bank of India acceptable to Employer.

1.3 Retention Money: Employer shall deduct 5% from each running bill as a security deposit/ retention money.

1.4 All compensation or other sums of money payable by the bidder to the Employer under the terms of this Contract or any other contract or on any other account whatsoever, may be deducted from the Security Deposit. Also in the event of the bidder's Security Deposit being reduced by reasons of such deductions, as aforesaid, the bidder shall, within 14 days of receipt of notice of demand from the Employer, make good the deficit in Security Deposit.

1.5 Should there arise any occasion under the Contract due to which the periods of validities of Bank Guarantees as may have been furnished by the bidder from time to time, are required to be extended/renewed, the bidder shall get the validity periods of such guarantees extended/renewed, and furnish these to the Employer one month before the expiry date of the aforesaid Guarantees originally furnished failing which the existing Bank Guarantees shall be invoked by the Employer. Also in case of any deficit in securities on any account as might occur or is noticed, the bidder shall forthwith recoup/replace the same with acceptable Security Deposit.

1.6 Bank Guarantees as aforesaid shall be valid till 30 days beyond the date of satisfactory completion of the Maintenance period/ Warrantee Period as defined in Scope of Work which is One Year from the date of successful completion of works.

2.0 **REFUND OF SECURITY DEPOSIT & RETENTION MONEY:** The Security Deposit & Retention Money less any amount due shall, on demand, be returned to the bidder after 30 days of satisfactory completion of the Maintenance period/ Warrantee Period as defined in Scope of Work which is One Year from the date of successful completion of works. No interest on the amount of Security Deposit shall be paid to the bidder at the time of release of Security Deposit.

3.0 **COMMITTEE:** A committee has been constituted to oversee the development of web portal. The Employer after award of works shall notify the bidder about the Committee who shall be responsible to oversee & approve, as & when required, the development of website as mentioned under Scope of Works. The Committee shall be empowered to make changes in the Scope of Works, as deemed fit, and bidder shall comply with all such instructions from the Committee. Payments to bidder as per payment terms shall be released after due consideration & approval of Committee. Decision of Committee shall be final & binding upon the bidder.

4.0 COMMENCEMENT OF WORK, TIMELINE & SCHEDULE:

4.1 The bidder shall commence the Work(s) immediately after the issue of Letter of Award and shall proceed with the same with the expedition and without delay as may be expressly sanctioned or ordered by the Committee. If the bidder commits default in the commencement of work within 30 days of issue of Letter of Acceptance, the Committee shall without prejudice to any other right or remedy be at liberty to cancel the Contract and forfeit the Performance Security.

4.2 Entire work for the preparation & final submission of Detailed Project Report shall be completed in Five (05) Months from the date of issue of Letter of Award.

4.3 Various stages of completion of Milestones is as under:

4.4 4 stages --- link to release of fund....

Stages of Work	Estimated Time taken to Complete the Work	Months from the date of issue of Letter of Award
Development of custom microsite for SAAR Handloom Producer Company Limited	1.5 month	1.5
Development of custom microsite for SAAR Eri Silk Producer Company Limited	1 month	2.5
Development of custom microsite for SAAR Pig Producer Company Limited	1 month	3.5
Development of Mother Website "SAAR"	15 days	4
Completion of works complete in all respect as per Scope of Work & to the satisfaction of Committee	1 month	5

5.0 PERFORMANCE SCHEDULE:

5.1 Within fifteen (15) days of issue of Letter of Award, the bidder shall furnish to Committee for consent, Master Control Network which inter alia shall include activity wise performance schedule in accordance to Completion Milestone, so as to achieve completion within the given timeline.

5.2 The performance schedule shall chart out "work breakdown structure", activities & sub-activities required for execution of works, etc. along with timeline so that execution of works is monitored accordingly.

5.3 The performance schedule so submitted shall be approved by the Committee within seven (07) days from the date of submission. The bidder shall follow such an agreed planning & scheduling during execution. However, it shall not relieve the bidder of any of his duties, obligations or responsibilities under the Contract

5.4 During the execution of Works, if it appears to the Committee, that actual progress of works does not conform to the programme consented & approved, the bidder shall produce a revised programme dealing modifications to such programme necessary for ensuring completion of works within Timeline stipulated.

6.0 **COPYRIGHT AND PUBLICATION:** The ownership and proprietary rights for all the data, drawings, reports and computer software, etc. developed by the bidder under this Contract will rest with each FPCs. It is further agreed that the data & reports prepared by the bidder shall not be disclosed or published without prior consultation/ intimation to Committee. However, FPC shall have the right to utilize the data & reports for its implementation as deemed fit. Further, the bidder shall have no right to publish or present the data & reports for academic dissemination.

7.0 **WORK DURING NIGHT OR ON SUNDAYS AND HOLIDAYS:** Subject to any provisions to the contrary contained in the Contract, the bidder shall have the options to carry out the works continuously during night, Sunday or holidays, without any additional cost to Employer.

8.0 LABOUR/ MANPOWER DEPLOYED FOR WORKS BY THE CONSULTANT:

8.1 During the entire period of Contract, the bidder and his sub-contractors shall abide at all times by all existing labour enactments and rules made thereunder, regulations, notifications and bye laws of State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority.

8.2 The bidder shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention by the Consultant of any of the provisions of any Act or rules made thereunder, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/acts/rules/regulations including amendments, if any, on the part of the bidder, the Employer shall also have right to

recover from the Consultant any sum required or estimated to be required for making good the loss or damage suffered by the Employer.

- 8.3 The employees of the bidder and his sub-contractor in no case shall be treated as the employees of the Employer at any point of time.
- 8.4 The Employer shall on a report having been made by an authorised Inspecting Officer as defined in the Contract Labour (Regulation and Abolition) Act and Rules or on his own in his capacity as Principal Employer, have the power to deduct from the amount due to the bidder any sum required or estimated to be required for making good the loss suffered by worker(s) by reasons of non-fulfillment of the conditions of the Contract for the benefit of workers, non-payment of wages or of deductions made by him from wages which are not justified by the terms of the contract or non-observance of the relevant Acts and Rules with amendments made from time to time. If the Employer makes payment to bidder's labour due to non-payment of wages to labour by the bidder, the Employer shall recover the amount thus paid from the next Interim Payment of the Consultant.
- 8.5 The bidder shall indemnify the Employer against any payments to be made under and for observance of statutory Regulations, Laws, Rules under this clause without prejudice to his right to claim indemnity from his sub-contractors. In the event of the bidder's failure to comply with the provisions or in the event of decree or award or order against the bidder having been received from the competent authority on account of any default or breach or in connection with any of the provisions of statutory Regulations, Laws, Rules in this regard, the Employer, without prejudice to any other right or remedy under the Contract, shall be empowered to deduct such sum or sums from the bills of the bidder or from his Security Deposit or from other payments due under this contract or any other Contract to satisfy within a reasonable time the provisions of the various statutory Acts/Laws/Rules/Codes in this regard, on the part of the bidder under the Contract on behalf of and at the expenses of the bidder and make payment and/or provide amenities/facilities/services accordingly. In this regard, the decision of the Employer shall be conclusive and binding on the bidder.
- 8.6 The bidder shall at his own expense comply with or cause to be complied with the Provisions/Rules provided for welfare and health of Contract Labour in the Contract Labour (Regulation & Abolition) Act and other relevant Acts and Rules framed thereunder or any other instructions issued by the Employer in this regard for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works. In case, the bidder fails to make arrangements as aforesaid, the Employer shall be entitled to do so and recover the cost thereof from the bidder.
- 8.7 The bidder shall at his own expense arrange for the safety provisions as required by the Employer, in respect of all manpower directly or indirectly employed for performance of the Works and shall provide all facilities in connection therewith. In case the bidder fails to make arrangements and provide necessary facilities as aforesaid, the Employer shall be entitled to do so and recover the cost thereof from the Consultant. But this will not absolve the bidder of his responsibility or otherwise thereof.
- 8.8 In the event of any injury, disability or death of any staff in or about the work employed by the bidder either directly or through his sub-contractor, bidder shall at all times indemnify and save harmless the Employer against all claims, damages and compensation under the Workmen Compensation Act, 1923 as amended from time to time or in other law for the time being in force and rules there under from time to time and also against all costs, charges and expenses of any smooth action by proceedings arising out of such accidents or injury, disability or death of a workmen and against all sum or sums which may with the consent of the bidder be paid to compromise or compound any claim in this regard. If any award, decree or order is passed against the Consultant for recovery of any compensation under the Workmen Compensation Act, 1923, for any injury, disability or death of a workman by any competent court, the said sum or sums shall be deducted by the Employer from any sum then due or that may become due to the bidder or from his Security Deposit or sale thereof in full or part under the Contract or any other contract with the Employer towards fulfillment of the said decree, award or orders.
- 8.9 Provided always that the bidder shall have no right to demand payments/claims whatsoever on account of his compliance with his obligations under this clause and Labour Regulation and the same are deemed to be covered in Contract Price.
- 9.0 **REMOVAL OF CONTRACTOR'S MEN:** The bidder shall employ on the execution of the Works only such persons as are skilled and experienced in their respective trades and the Committee shall be at liberty to object to and require the bidder to remove from the works any persons employed by the bidder on the execution of the works who, in the opinion

of the Committee, misconducts himself or is incompetent or negligent in the proper performance of his duties. The bidder shall forth-with comply with such requisition and such person shall not be again employed upon the works without permission of the Committee. Any person so removed shall be replaced immediately.

10.0 **TIME EXTENSION:**

10.1 Timelines allowed for completion of works shall be extended if delays are justifiable and is agreed upon by the Committee.

10.2 Upon occurrence of any such eventuality which necessitates extension of time and which leads to delay in completion as per agreed timelines, the bidder shall inform Employer within 15 days from the occurrence of such events so that time extension is granted by Committee.

10.3 Further no monetary claims shall be admissible to the bidder for such extension of Time for Completion.

11.0 **TAXES & DUTIES:**

11.1 The quoted price shall be fixed and firm inclusive of all duties, taxes, levies etc., as applicable 28 days prior to deadline for submission of Bid, including those assessed on the Employer.

11.2 The Contract unit rates shall also be inclusive of GST liability of the Employer, if any, which shall be recovered from the bidder. Any statutory variation in the rate of aforesaid taxes if any, during the currency of the Contract including extension thereof shall be to the account of Employer.

11.3 Further, any New Tax or Duty or Levy, other than those existing at the time signing of this Agreement, is imposed in India under a statute or law during the pendency of the Agreement and the bidder becomes legally liable thereunder to and actually pay the same for the works mentioned under the scope of work, then the bidder shall immediately inform Employer in this regard. Employer shall reimburse the same to the bidder on production of satisfactory proof of payment.

11.4 The bidder's staff and labor will be liable to pay personal income taxes in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the bidder shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

11.5 Provided further that, the bidder shall not be entitled for reimbursement if the changes in the existing tax or duty or levy or imposition of new tax or duty or levy as mentioned pertains to indirect transactions between bidder and any third party.

11.6 Notwithstanding anything contained elsewhere in the contract, the Employer shall deduct at source from the payment due to the bidder, the taxes as required to be deducted under applicable Tax Act or Rule. The amounts so deducted shall be deposited by the Employer with the Tax authorities as per Law. Immediately thereafter, the Employer shall inform the bidder of the detailed calculations of such deductions and shall provide the bidder with the corresponding receipts from the tax authorities. It is for the bidder to deal with the Tax authorities directly in respect of any claim or refund relating to the above deductions and the Employer shall not be liable or responsible for any claims or payments or reimbursement in this regard.

12.0 **PRICES/ RATES AND PAYMENT TERMS:**

12.1 **Prices/ Rates:** The Contract shall be for the whole Works, as described in the Scope of Work. The quoted price shall be fixed and firm inclusive of all duties, taxes, levies etc.

12.2 The price shall be inclusive of technologies/ products to be acquired for website development. Justifications on these technology/ products acquisitions shall also be suitably narrated citing their cost effectiveness, total cost of ownerships and intended benefits (short and long term).

12.3 **Price Variation/ Escalation:** The rates quoted by the bidder are firm and no separate price escalation whatsoever shall be payable for any variation in the prices of inputs, labour or any other related expenses during the pendency of the Contract.

12.4 **Payment Terms:** The payment shall be released as under:

Milestones	Payment Schedule in terms of total consultancy charges (in %)
Development of custom microsite for SAAR Handloom Producer Company Limited	15%
Development of custom microsite for SAAR Eri Silk Producer Company Limited	15%
Development of custom microsite for SAAR Pig Producer Company Limited	15%
Development of Mother Website "SAAR"	15%
Completion of works complete in all respect as per Scope of Work & to the satisfaction of Committee	40%

12.5 No interest shall be paid on account of any delay in payment or release of fund by the Employer.

13.0 **INSURANCE COVER:**

13.1 The bidder would adequately insure persons deployed for the work during the effective period of the Project work with no extra cost to Employer.

13.2 The bidder shall indemnify and keep indemnified the Employer against all losses and claims for death, injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the execution of works during the Time for Completion and also against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto, and such liabilities shall include claims/compensations of the third Party.

13.3 The Employer shall not be liable for in respect of any damages or compensation payable to any workman or other person in the employment of the bidder or any subcontractor, other than death or injury resulting from any act or default of the Employer, his agents or servants. The bidder shall indemnify and keep indemnified the Employer against all such damages and compensation, other than those for which the Employer is liable as aforesaid, and against all claims, proceedings, damages costs, charges and expenses whatsoever in respect thereof or in relation thereto.

13.4 The bidder shall insure against such liability and shall continue such insurance during the whole of the time and that any persons are employed by him on the Works. Provided that, in respect of any persons employed by any subcontractor, the bidder's obligations to insure as aforesaid under this liability in respect of such persons in such manner that the Employer is indemnified under the policy, but the bidder shall require such sub-contractor to produce to the Employer, when required, such policy of insurance and the receipt for the payment of the current premium.

13.5 The bidder shall notify the insurers of changes in the nature, extent or Programme for the execution of the Works and ensure the adequacy of the insurances at all times in accordance with the terms of the Contract and shall, when required, produce to the Employer the insurance policies in force and the receipts for payment of the current premiums.

14.0 **DISPUTE RESOLUTION:** Any dispute or difference arising between bidder and the Employer, in respect of any matter connected with this Agreement, shall be reported to Committee, for early resolution of the same. Decision of the Committee shall be final & binding on all parties.

15.0 **COMPENSATION FOR DELAY:**

15.1 If the bidder fails to complete the work as a whole before the expiry of the period(s) of completion as stipulated in the aforesaid Schedule, or any extended period as may be allowed, he shall without prejudice to any other right or remedy of the Employer on account of such default, pay as an ascertained/agreed compensation decided by the Committee. However, maximum amount of compensation for delay on account of work as a whole shall not exceed 10% of the Contract Price.

15.2 The amount of compensation may be adjusted/withheld/ deducted or set-off against any sum due or payable to the bidder under this or any other contract with the Employer. The payment or deduction of such damages shall not relieve the bidder from his obligation to complete the Works or from any other obligations and liabilities under the Contract.

- 16.0 **SPECIFICATIONS:** Bidder shall submit detailed methodology & technology to be adopted for development of Website as per Scope of Works within 15 days from the date of issue of letter of award to the Employer so that same is approved from Committee
- 16.1 For all designing purpose as per Scope of Works, bidder shall seek approval from Committee.
- 17.0 **CONTRACT MATTERS TO BE TREATED AS CONFIDENTIAL:** All documents, correspondence, decisions and orders concerning the Contract shall be considered as confidential and/or restricted in nature by the bidder and he shall not divulge or allow access to them by any unauthorized person.
- 18.0 **COMMUNICATION:** The bidder shall arrange, provide and maintain communication facilities, as may be necessary in connection with the work, at his own cost.

Schedule of Quantities and Prices

Name of Work: Custom Web Portal and INTRANET development for SAAR Group Producer Company(ies) established for Livelihood Intervention in Piggery, Sericulture & Handloom Sector in Dhemaji & Lakhimpur Districts of Assam

Sl. No.	DESCRIPTION	UNIT	QTY.	RATE	CONTRACT PRICE (IN INR)	
					FIGURES	WORDS
1	Custom Web Portal development for Producer Company(ies) Established for Livelihood Intervention in Piggery, Sericulture & Handloom Sector in Dhemaji & Lakhimpur Districts of Assam	Job	1			

1. The price shall be inclusive of technologies/ products to be acquired for website development. Justifications on these technology/ products acquisitions shall also be suitably narrated citing their cost effectiveness, total cost of ownerships and intended benefits (short and long term).
2. Each FPC should be provided with source code for maintenance of website in post project period. The offer should also mention annual maintenance charges if any to manage post project period
3. "Price for custom web portal Development" should clearly indicate the following in separate sheet for evaluation of Employer:
 - a) Development fees, taxes and duties as applicable. Development fees should include travel, boarding & lodging costs;
 - b) Other resources are to be arranged by the Website Development organization. Any deviation to this arrangement should be clearly indicated in the price with suitable justifications;
 - c) Price for acquisition of technology/products for website development (own and/or outsourced) if any with clarified price break-up;
 - d) Price for Migration of existing content for static & dynamic sections (if any);
 - e) Price for documentation of the entire project should also be included;
 - f) Hosting Charges;
 - g) Cloud Service Charges;
 - h) Any other online subscriptions taken during development which shall be required for its operation;
 - i) Annual maintenance charges.

Signature of the Bidder

Annexure I

Coding Plan (Indicative)

A) Unique id –Member (Alpha – numeric)

1. Member

9	9	9
---	---	---

2. Village code

9	9	9	9	9	9
---	---	---	---	---	---

3. Group code

9	9	9
---	---	---

4. District code

9	9	9
---	---	---

As per census code

5. State code

A	A
---	---

As per RTO

6. Producer company

A	A
---	---

(PG-Piggery, ES-Sericulture, HL-Handloom)

Total – 19 digits alphanumeric code

9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	A	A	A	A
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

(II) – Member

a) Production unit Id

1. Member id

9	9	9
---	---	---

2. Production unit id

9	9	9
---	---	---

i. Looms, ii. Pigs

b) Service unit id

1. Service code

9	9
---	---

i. CFC, ii. Logistics, iii. Medical

c) Asset unit code

9	9
---	---

i. Rearing House & Appliances, ii. Pig-sheds, iii. Looms

d) Member types

9	9
---	---

i. Producer member, ii. Service member

e) Member role id.

9

i. Board member, ii. Group member

(III) Village

a) Village code

9	9	9	9	9	9	9
---	---	---	---	---	---	---

Village type – a) Member/ Non member
b) Production / Consumption

- c) Farmer B/ C
- d) CFC proximity

(IV) Group type

- a) Group code 9 i. Producer Group, ii. Service Group

V) District Linkage

- a) District code 9
- Linkage Type – Central
State
PSU / CSR
NGO

VI) State Linkage

- a) State code 9
- Linkage Type – Central
State
PSU / CSR
NGO

(VII) PC

- 1. Belief System 9

- Sustainable Income (Member)
- Sustainable Income (Non- Member)
- Local Production
- Local consumption
- Create Export
- Enhance Market share
- Retain member affinity

- 2. Boundary System 9

- a) (Management + Contract)
Location – Scale up for multistate
- b) Membership dimension Boundary System 9

- Caste Neutral
- Gender specific
- Income Status neutral
- Asset Specific
- Age Specific
- Skill Specific
- Equity Specific
- Role Specific member can't become employee & vice versa
Can become producer, supplier, service provider

- c) Group type 9
- Member specific
- Asset Neutral
- Geographic Location Specific
- Number specific

- d) CFC 9
- Location Neutral
- Asset Specific
- Production Specific

- e) Network
 - 9
 - Service Neutral
 - Employee Specific support & management
 - Location Neutral
 - Asset Neutral
 - Role Neutral
- f) PC
 - 9
 - General Body – Member Specific
 - Board – AoA Specific
 - Legal Provision - AoA Specific
 - Asset Specific
 - Production Specific
 - Service Neutral
 - Operation Neutral
 - Policy Specific
- g) f) Employee type
 - 9
 - Function Neutral
 - ToR Specific
- h) g) Agent type
 - 9
 - Service Specific
 - Contract Specific
- i) Funding type
 - 9
 - Funding Source neutral
 - Investment specific
- j) Inventory type
 - 9
 - Owner specific
 - Location Specific
 - Form specific
- k) Production type
 - 9
 - Primary
 - Location specific
 - Owner Specific
 - Asset specific
 - Secondary
 - Location specific
 - Technology specific
 - Form specific
 - Tertiary
 - Location specific
 - Technology specific
 - Form specific
- l) Services type
 - 9
 - Location neutral
 - Production specific
 - Technology specific
 - Form specific
- m) Sales & distribution
 - 9
 - Location neutral
 - Product specific
 - Agent specific
 - Inventory specific
- n) Marketing
 - 9

Location specific (target marketing)
Brand specific
Platform neutral
Portfolio specific

ANNEXURE II

Standard Operating Procedure (SoP)

1. PURPOSE

The primary objective of this SOP is to describe the processes and methodologies which are being used while mobilizing farmers and incorporating hygienic farm practices while forming and setting guidelines for formation of SAAR Pig Producer Company.

2. SCOPE

The scope of this SoP is to guide its users to make the defined processes well defined, understood and executed in a transparent manner. The SoP defines the processes in the organization across its functions as per the organization structure and assigned defined roles and responsibilities to the people associated to the roles.

3. INTRODUCTION TO THE SAAR PIG PRODUCER COMPANY

- a. SAAR Eri Silk Producers company is a collectively promoted under the Livelihood promotion project of NHPC Subansiri Lower Hydroelectric Project for the community residing in the periphery of the downstream of the SLEP. This is registered as Producers Company under Companies Act 2013. The ESPC is owned by the 720 Producers Members formed under the Project and also governed by the elected representatives from these members. There is a further proposal to add 1280 more Eri Silk Producer in this group. There is special feature of this PC is that the 100 % members are women only, and restricted for women only. Physical Resources such as rearing house, Equipments and CFC is being supported by NHPC including Capacity Building trainings for the members.

Members of this PC are resources poor women from villages identified with in 30 km. distance of Subansiri River. The Villages for mainly under Dhemaji District and partly under Lakhimpur District. All the members are involved in Eri Silk Warm rearing. The intermediary product is Eri Silk Cocoons and its pupae. Finally the PC is producing spun silk yarn as marketable product. This product is uniquely produced only in this part of india, with some exception. The silk is also known as "AHIMSHA" Silk as worms need not to die to produced silk.

- b. SAAR Pig Producer Company Limited (SPPC), a Farmer Producer Company registered under the companies act of 2013 was formed on the 10th day of January 2020. Based out of Gogamukh area of Dhemaji District of Assam, it is a collective enterprise of 2500 women pig rearers from Dhemaji and Lakhimpur Districts.

SPPC is the largest women led piggery based FPC in the country. The activities of the company includes rearing of pigs, pig breeding, feed manufacturing, processing of pork and value added pork including wholesaling, distributing and retailing.

- c. SAAR Handloom Producer Company (SH{PC) Limited works with 200 members dealing with Handloom Products at Dhemaji and Lakhimpur Districts, Assam" The P.C. was registered in December 2019. All members of the PC are women involved in weaving, embroidery and related activities. The Producer Company originates from Dhemaji and Lakhimpur districts of Assam and is being promoted under the brand name 'SAAR Handloom' which endeavours to weave rich tradition of Assam with contemporary designs through 'Eri' and other yarns blended with natural colours to create unique fabric."

4. ROLES IDENTIFIED IN THE PC

The roles identified in the organization structure begins with members who form the basic constituents of the governance structure. These members have various roles including in governance, production and processes through their socio-economic behaviour. Second set roles are the employees of the PC who also assumes various roles to support the governance structure, manage functional systems with expertise and adopting best practiecs. The fourth set of roles include the social member groups who act as aggregators of member services, and interact with the PC with collective processes needed to augment distributed member production systems. The third set of roles are the external entities who support the PC to perform its business through an effective supply chain.

5. PROCESSES IDENTIFIED IN THE PC

Refer to section 3 of the RfP. Further details shall be shared on demand.

6. SoP DIMESNIONS

6.1. Prospective Members

- i) Board of PC shall authorize the CEO to identify village as per IP
- ii) The CEO shall authorize the responsible employee as per the organization structure to visit villages as per IP, meeting the eligibility criteria as follows:
 - Membership –
 - a) Caste Neutral: The prospective members can be from any caste.
 - b) Gender specific: Only women prospective members shall be encouraged
 - c) Income Status neutral: Annual income statement of the household of the prospective member shall be accepted on self-declaration. The statement can be informal. The statement shall include broad income heads or can be indirectly computed through expenditure pattern. The prospective member from any income group.
 - d) Asset Specific: The CEO shall determine the nature of assets that a prospective member should possess.
 - e) Age Specific: The prospective members should be at least 18 years of age.
 - f) Skill Specific: The prospective member should have a minimum set of skills. The set of skills shall be determined as per the provisions in IP.
 - g) Equity Specific: The prospective members shall be willing to provide equity money as determined in the IP.
 - h) Role Specific: The prospective members shall be sensitized to not accept any role as an employee of the respective PC in any manner. However, the prospective member should be willing to accept the role of a producer, supplier and/or service provider.
 - iii) Sensitizing the prospective women member
 - a. Identified prospective women members are to be explained about the project. The process shall involve the following:
 - b. Brief of the project
 - c. Goals and objectives of the project
 - d. Introducing the concept of Farmer Producer Company
 - e. Requirement of Equity Contribution (as per IP)
 - f. Once consent is given by the potential member, her details are enrolled in enrolment form with her signature.
 - g. All the information collected is to be digitized once the enrolment form (the template shall be designed during SRS) is filled.
 - h. This process preferably should be in digital platform with multi-media service.

6.2 Member enrolment

- a. Willing prospective members shall share necessary information with the PC employee for initiating registration process. This shall include 'KYM (know your member)' process as per the template. This template shall be part of SRS which shall necessarily include photo identity card and bank account.
- b. The prospective members shall deposit equity as per IP and in accordance with the provisions of ROC.
- c. Equity collection: The equity deposit process shall be as follows:
- d. Manual (cash/cheque): The authorized employee of PC shall carry a receipt and issue a receipt immediately after the prospective member deposits the equity amount in full. The employee shall deposit the collected money with the PC within 2 working days.
- e. Online (tablet/mobile app): The authorized employee of PC shall carry a tablet or mobile phone to transact. The mobile application should work on offline mode in absence of internet connectivity and shall have facility to upload data immediately after resumption of internet service. During this transaction, the prospective member shall receive an SMS updating the status of payment. Issue of manual receipt shall continue as explained in Manual deposit process. The mobile app shall be linked to Payment Gateway of the PC accepting UPI services. The prospective member shall have the option of transacting through UPI platform.
- f. Member equity holding: Equity holding in the form of shares shall rest with the primary member. The equity rights shall be governed by AoA (clause no xx). A template shall be designed to track the share related transactions.
- g. Member profile update: The database shall record the transactions and change the status of the prospective member ID to a member ID. SMS will be sent automatically to the member confirming her membership status. PC shall issue 'Share Certificate' within 2 months of equity deposit date.

- h. Member training and awareness on rights: The PC shall supply the copies of AoA and by-laws in English/local language for the benefit of the members. The PC shall also arrange kits with booklets summarizing member rights, responsibilities and available services. The PC shall arrange visits for the members to CFC or any other place to sensitize and expose to best practices as applicable. The PC shall share the best practices manual as applicable. As far as possible, the manuals and the kit should be available online.

6.3 Formation of Producer Group (PG)

The CEO shall authorize the responsible employee as per the organization structure to visit members and sensitize them to form groups. The process shall follow the eligibility criteria as follows:

- a) Member specific: Only members of homogeneous roles (skill, competence, attitude) shall be allowed to be a part of the group. The group can take up the roles of producer, processor, service provider and logistics operator. The title of the group may be producer group – producer, producer group – processor etc.
- b) Asset Neutral: A producer group may or may not own any asset. The assets can be provided by PC or can be individual member owned or any other funding agency. The use of the assets shall be governed by the provisions of PC. In absence of such provisions, the groups shall arrive at a consensus under the guidance of the PC. The decision of the PC shall be final and binding.
- c) Geographic Location Specific: The producer group shall be so formed to cover members and member assets in a contiguous geographic location.
- d) Number specific: The producer groups shall adhere to the provisions of IP to induct the number of members. In absence of such provisions, the decision of the PC shall be final and binding.

6.4 Formation of Common Facility Centre (CFC)

- a) The CFC shall adhere to the provisions of IP if available. In absence of such provisions, the proposal for creation of CFC shall be approved by the Board. The process shall follow the eligibility criteria as follows:
- b) Location Neutral: The CFC can be constructed at any place as decided by the Board or the PC.
- c) Asset Specific: The CFC shall be asset sensitive to support the core activity of the PC.
- d) Production Specific: The CFC shall support the producer members as well as value add the primary production as per the IP.
- e) Service Neutral: The CFC shall extend services related to the supply chain of the PC. The supply chain may cover the input, logistics (storage & warehouses for inventory) and output (storage & warehouses for inventory). The CFC shall emerge as a center to identify, inculcate, propagate and internalize quality management principles & best practices.
- f) Employee Specific support & management: The CFC shall be managed by authorized employees of the PC and shall be under control of the CEO, as per the organization structure. The employees shall govern the CFC in terms of asset management (physical, current & capital) to ensure productive return on investments and returns on assets including capacity utilization. The CFC shall manage its budget and related variance.

6.5 Formation of Logistics Network

- a) The logistics network shall preferably be self-adaptive to manage and optimize overall cost of ownership for the PC. The network shall have dynamic numbers of agents to join and leave as per the provisions of IP. In absence of such provisions, the network shall be governed by the process as approved by the Board. The process shall follow the eligibility criteria as follows:
- b) Location neutral: An agent in the network can operate from any place. However, the agents are expected to be enrolled with the PC with the process of KYA (know your agents). A template shall be prepared and approved by the Board.
- c) Asset neutral: The PC may invest in an asset and create an internal agent (group or individual members of PC but not an employee). Alternately, an approved agent external to the PC may acquire asset to be part of the supply chain network.
- d) Role neutral: An agent can be internal & external to the PC. An agent can have the role of producer, supplier, service provider. These roles must be approved by the Board. The Board shall authorize the CEO to manage agents.

6.6. Governance of PC

The PC registered under the relevant Act shall be responsible to comply with statutory provisions; besides the PC shall manage the overall objective of the organization through following principles.

- a) General Body – Member Specific: Only qualified members can attend the general body meet. The member secretary to the Board shall notify the disqualified member through formal means including issuance of letter. The disqualification process shall be designed by the Board.
- b) Board – AoA Specific: The BoD shall be constituted as per the provisions of AoA. Care should be taken by the Member Secretary under the advice of the Chairperson to induct members immediately so that provisions are not violated.

- c) Legal Provision - AoA Specific: The Member Secretary shall report to the Board about compliances, statutory or otherwise with an explanatory note.
- d) Asset Specific: The Board should be sensitive to the acquisition, use & disposal of core & non-core assets relevant to the objective set for the PC. The core assets include production, processes & services whereas non-core assets include land, building & govt. or non-govt. funded similar assets. The Board should discourage acquisition of assets not meeting the objective of the PC. Any such acquisition which are not relevant shall be approved by the general body under the advice of expert directors of the Board.
- e) Production Specific: The Board should take care of the provisions of MoA.
- f) Service Neutral: The PC shall diversify its service to benefit the members while ensuring the provisions of the MoA. The details of services provided, withdrawn and added shall be reported to the Board during its meetings.
- g) Operation Neutral: The PC shall enter into operations to ensure sustained production as per the provisions of MoA.
- h) Policy Specific: The Board shall bring out policies related to governance and management. The policies on governance shall stem from the AoA. Policies on management shall relate to functional and operational areas. Policies on management shall be so designed that transparency on transactions is maintained across functions and in the network. The functional policies may include (indicative) finance & accounts, production & operations, sales & marketing, human resource, membership. As far as possible, the policies shall include process manuals with best practices available in the sector. The CEO shall take approval from Board of such policies for implementation. The Member Secretary to the Board shall notify compliance of the provisions of the policies as per the frequency set by the Board.

6.7 Management of Human Resources

As per the Board approved HR policy, the PC shall recruit human resource. The management of human resource shall be governed by the following principles:

- a) Function Neutral: As per as possible, the PC shall pursue matrix structure to ensure human resource cost optimization and to enhance productivity. This structure shall encourage multi-tasking roles for the employees wherever possible.
- b) ToR Specific: To enforce the matrix structure of management of human resource, the CEO shall notify relevant ToRs during induction of human resource for a particular role as per the organization structure. The CEO is authorized to specify and modify the ToRs to benefit the PC. The CEO shall ensure proper counselling for any change in ToR of an employee. The ToRs shall be part of employee performance appraisal and a suitable template shall be designed for implementation.

the PC shall ensure proper hygiene in managing human resource through a transparent human resource life cycle management. The life cycle includes appropriate job description for a particular role in the organization structure, recruitment of suitable candidates, training & development, role assignment, performance appraisal and a proper exit policy. Suitable templates shall be designed for implementation.

6.8 Management of Finance and Accounting

BoD of PC is the approving authority of any investment and funding to manage its business.

- a) Fund source neutral: The PC can source its funds as approved by the BoD and as per the provisions of AoA. As regards utilization of fund, the PC shall abide by the ToR stated in the contract with the funding agency. A template shall be designed for implementation.
- b) Investment specific: The provisions of AoA will be applicable for taking any decision on investment. In absence of any provision, the Board shall approve any proposal initiated by the PC. A template shall be designed for implementation.

6.9 Management of Inventory Accounting, purchases and Stores.

BoD of PC is the approving authority of any policy related to inventory and inventory holding. The management of inventory shall include following principles:

- a) Owner specific: An inventory can be in the form of raw material, WIP & Finished goods and scraps. The owner may be an employee, a member or an agent. The inventory held by each owner shall be tracked as per a set frequency decided by the CEO. The inventory holding shall be governed by the best practices available in the sector and the provisions of the policy approved by the Board. A template shall be designed for implementation.
- b) Location specific: An inventory needs to be traced to a location either static or dynamic. A dynamic location could be in the form of any item in transit. A template shall be designed for implementation. Due focus will be given for geo-tagging for traceability.
- c) Form specific: An inventory can be in the form of raw material, WIP & Finished goods and scraps. This inventory should be traced to an owner and a location. A template shall be designed for implementation.

6.10 Management of Production

BoD of PC is the approving authority of any policy related to management of production. BoD shall approve the categorization of the production (primary, secondary, tertiary). The management of production shall include following principles:

- a) Primary production: Primary production shall be as per the approved policy and generally related to the primary producer members. The unit of production shall be identified as per the provisions of the policy and shall be mandatorily geo-tagged. Any exception to the geo-tagging shall be approved by the CEO. A template shall be designed for implementation.
- b) Location specific: The unit of production should be related to a location preferably with geo-tagging. The location may have core assets either owned by the PC or the Group.
- c) Owner specific: The ownership shall be governed by the policy approved by the Board. The owner shall be related to the location preferably with the membership at geo-tagged location.
- d) Asset specific: The unit of production is the asset of either member producer/ group/ CFC/ PC and shall be governed by the provisions of the policy. The CEO is the approving authority of allocation of assets.
- e) Secondary production: Secondary production shall be as per the approved policy generally related to the group and CFC. Secondary production relates to simple value additions by retaining the quality parameters. A template shall be designed for implementation.
- f) Location specific: Secondary production shall be at a particular location with geo-tagging as approved by the CEO. The nature of location shall take into account the proximity of primary production locations to optimize logistics cost.
- g) Technology specific: Secondary production may attract suitable technologies to add value to the primary product. A technology database shall be prepared by the PC, train its employees and producer members as well as agents and groups. Suitable technology shall be chosen from the approved technologies available in the technology database. The CEO shall be the approving authority for technology acquisition and use. Suitable agents shall also be chosen with the approval of the CEO to supply, engineer and implement. Performance of these and technologies shall be evaluated as per a set frequency approved by the CEO.
- h) Form specific: Secondary production with the help of appropriate technology as applicable may lead to various form of the primary product. Such product portfolio shall be part of a product database designed. Traceability of a product along with its quality and consumer acceptance shall be part of the performance management. Any change in form shall approved by the CEO before production.
- i)
- j) Tertiary production: Tertiary production shall be as per the approved policy generally related to the group and CFC. Tertiary production relates to complex value additions by using high-end technologies and high investment. Tertiary production may lead to varied complex forms. A template shall be designed for implementation.
- k) Location specific: Tertiary production shall be at a particular location with geo-tagging as approved by the CEO. The nature of location shall take into account the proximity of primary production locations to optimize logistics cost.
- l) Technology specific: Tertiary production may attract suitable technologies to add value to the primary product. A technology database shall be prepared by the PC, train its employees and producer members as well as agents and groups. Suitable technology shall be chosen from the approved technologies available in the technology database. The CEO shall be the approving authority for technology acquisition and use. Suitable agents shall also be chosen with the approval of the CEO to supply, engineer and implement. Performance of these and technologies shall be evaluated as per a set frequency approved by the CEO.
- m) Form specific: Tertiary production with the help of appropriate technology as applicable may lead to various form of the primary product. Such product portfolio shall be part of a product database designed. Traceability of a product along with its quality and consumer acceptance shall be part of the performance management. Any change in form shall approved by the CEO before production.

6.11 Management of Services

BoD of PC is the approving authority of any policy related to management of services. The management of services shall include following principles:

- a) Location neutral: Services can be provided at any location. However, the location should generally be geo-tagged to optimize service provisioning cost & time. The nature of location shall take into account the proximity of production locations to optimize logistics cost.
- b) Production specific: Services related to a particular production should be a part of a database and should be linked to service providers. Services providers can be employees, member groups and agents. Performance measurement of service provisioning shall be governed under the policies approved by the CEO. Addition or deletion of services and service providers should also be approved by the CEO.
- c) Technology specific: Services related to a particular production may attract suitable technologies. A database should be prepared for technologies and linked to product & services. Performance measurement of technologies used shall be governed under the policies approved by the CEO. Addition or deletion of technologies should also be approved by the CEO.
- d) Form specific: Services related to a particular form of the product may be unique. Services related to a particular

form should be part of a database and to be linked to service providers and technologies. Performance measurement of services used for a particular form shall be governed under the policies approved by the CEO. Addition or deletion of the services of a particular form should also be approved by the CEO.

6.12 Management of Marketing

The CEO shall submit marketing strategies and plans to the BoD of PC for its perusal leading to budgeted performance of the PC. The management of marketing shall include following principles:

- a) **Location specific (target marketing):** The PC shall focus on local market while dealing with input supplies. The input suppliers shall have formal agreements with the PC for supplies either through a reate contract or specific contract as per the demand. This situation shall confirm to the SoP for inventory management. The demand of inout items shall be captured through an online form as per the template. Common item and party masters shall be created.

For output marketing, local demand shall be assessed by the respoinsible employee and/or agent engaged. The demand shall be captured through an online form as per the template. Common item and party masters shall be created.

A link to finance accounting SoP shall be mandated. Inventory holding and related metrics shall be part of the SoP.

- a) **Brand specific:** The PC aspires to manage and retains its brand. The CEO, inconslutation with the marketing team shall periodically assess market share through a commonly agreed template. Brand specific assessment shall also be done through the inouts from agents in the network.
- b) **Platform neutral:** The PC may adopt various channels to market its products. The PC shall measure expenses incurred to use the marketing channel and the outcome.
- c) **Portfolio specific:** The market team shall attempt to increase the product portfolio. A template shall be developed to measure the performance of a product in its life cycle.

6.13 Management of Sales and Distribution

- a) **Location neutral:** The sales team and the agents employed shall report product sales behaviour for any location. A template shall be developed for the purpose.
- b) **Product specific:** The sales team and the agents employed shall report product sales behaviour for any location. A template shall be developed for the purpose.
- a) **Agent specific:** Performance of the sales agents shall be measured to understand the volume, expenses, demand cycle, sales cycle and return cycle. A template shall be developed for the purpose.
- b) **Inventory specific:** inventory holding at the premaises of finished goods warehouse, in-transit, at sales depots of the dealers, distributirs, retailers shall be part of the measurments. A template shall be developed. It shall relate to management of inventory and production.

6.14 Management of Agents

This section shall refer to the provisions in the SoP for Formation of Logistics Network and shall adhere to the following principles:

- a) **Service Specific:** An agent, internal or external, shall be inducted to the network based on the expertise and experience. The process of induction shall be approved by the Board for which the CEO shall design the template. An agent can provide a set of services as per the guidelines as approved by the Board.
- b) **Contract Specific:** An agent, internal or external, shall be governed by the associated contract between the PC and the agent. Each contract shall have detailed service level agreements as per the template approved by the Board. The CEO shall remain responsible for framing and executing the provisions in the contract. The CEO shall take suitable decisions to withdraw or renew any contract based on the performance. A suitable template shall be designed for performance measurement.

6.15 Management of Fund

BoD of PC is the approving authority of any investment and funding to manage its business.

- n) **Fund source neutral:** The PC can source its funds as approved by the BoD and as per the provisions of AoA. As regards utilization of fund, the PC shall abide by the ToR stated in the contract with the funding agency. A template shall be designed for implementation.
- o) **Investment specific:** The provisions of AoA will be applicable for taking any decision on investment. In absence of any provision, the Board shall approve any proposal initiated by the PC. A template shall be designed for implementation.

6.16 Management of Inventory

BoD of PC is the approving authority of any policy related to inventory and inventory holding. The management of inventory shall include following principles:

- a) **Owner specific:** An inventory can be in the form of raw material, WIP & Finished goods and scraps. The owner may be an employee, a member or an agent. The inventory held by each owner shall be tracked as per a set frequency decided by the CEO. The inventory holding shall be governed by the best practices available in the sector and the provisions of the policy approved by the Board. A template shall be designed for implementation.
- b) **Location specific:** An inventory needs to be traced to a location either static or dynamic. A dynamic location could be in the form of any item in transit. A template shall be designed for implementation. Due focus will be given for geo-tagging for traceability.
- c) **Form specific:** An inventory can be in the form of raw material, WIP & Finished goods and scraps. This inventory should be traced to an owner and a location. A template shall be designed for implementation.

6.17 Management of Production

BoD of PC is the approving authority of any policy related to management of production. BoD shall approve the categorization of the production (primary, secondary, tertiary). The management of production shall include following principles:

- a) **Primary production:** Primary production shall be as per the approved policy and generally related to the primary producer members. The unit of production shall be identified as per the provisions of the policy and shall be mandatorily geo-tagged. Any exception to the geo-tagging shall be approved by the CEO. A template shall be designed for implementation.
 - (i) **Location specific:** The unit of production should be related to a location preferably with geo-tagging. The location may have core assets either owned by the PC or the Group.
 - (ii) **Owner specific:** The ownership shall be governed by the policy approved by the Board. The owner shall be related to the location preferably with the membership at geo-tagged location.
 - (iii) **Asset specific:** The unit of production is the asset of either member producer/ group/ CFC/ PC and shall be governed by the provisions of the policy. The CEO is the approving authority of allocation of assets.
- b) **Secondary production:** Secondary production shall be as per the approved policy generally related to the group and CFC. Secondary production relates to simple value additions by retaining the quality parameters. A template shall be designed for implementation.
 - (i) **Location specific:** Secondary production shall be at a particular location with geo-tagging as approved by the CEO. The nature of location shall take into account the proximity of primary production locations to optimize logistics cost.
 - (ii) **Technology specific:** Secondary production may attract suitable technologies to add value to the primary product. A technology database shall be prepared by the PC, train its employees and producer members as well as agents and groups. Suitable technology shall be chosen from the approved technologies available in the technology database. The CEO shall be the approving authority for technology acquisition and use. Suitable agents shall also be chosen with the approval of the CEO to supply, engineer and implement. Performance of these and technologies shall be evaluated as per a set frequency approved by the CEO.
 - (iii) **Form specific:** Secondary production with the help of appropriate technology as applicable may lead to various form of the primary product. Such product portfolio shall be part of a product database designed. Traceability of a product along with its quality and consumer acceptance shall be part of the performance management. Any change in form shall approved by the CEO before production.
- c) **Tertiary production:** Tertiary production shall be as per the approved policy generally related to the group and CFC. Tertiary production relates to complex value additions by using high-end technologies and high investment. Tertiary production may lead to varied complex forms. A template shall be designed for implementation.
 - (i) **Location specific:** Tertiary production shall be at a particular location with geo-tagging as approved by the CEO. The nature of location shall take into account the proximity of primary production locations to optimize logistics cost.
 - (ii) **Technology specific:** Tertiary production may attract suitable technologies to add value to the primary product. A technology database shall be prepared by the PC, train its employees and producer members as well as agents and groups. Suitable technology shall be chosen from the approved technologies available in the technology database. The CEO shall be the approving authority for technology acquisition and use. Suitable agents shall also be chosen with the approval of the CEO to supply, engineer and implement. Performance of these and technologies shall be evaluated as per a set frequency approved by the CEO.
 - (iii) **Form specific:** Tertiary production with the help of appropriate technology as applicable may lead to

various form of the primary product. Such product portfolio shall be part of a product database designed. Traceability of a product along with its quality and consumer acceptance shall be part of the performance management. Any change in form shall approved by the CEO before production.

6.18 Management of Services

BoD of PC is the approving authority of any policy related to management of services. The management of services shall include following principles:

- c) **Location neutral:** Services can be provided at any location. However, the location should generally be geo-tagged to optimize service provisioning cost & time. The nature of location shall take into account the proximity of production locations to optimize logistics cost.
- d) **Production specific:** Services related to a particular production should be a part of a database and should be linked to service providers. Services providers can be employees, member groups and agents. Performance measurement of service provisioning shall be governed under the policies approved by the CEO. Addition or deletion of services and service providers should also be approved by the CEO.
- e) **Technology specific:** Services related to a particular production may attract suitable technologies. A database should be prepared for technologies and linked to product & services. Performance measurement of technologies used shall be governed under the policies approved by the CEO. Addition or deletion of technologies should also be approved by the CEO.
- f) **Form specific:** Services related to a particular form of the product may be unique. Services related to a particular form should be part of a database and to be linked to service providers and technologies. Performance measurement of services used for a particular form shall be governed under the policies approved by the CEO. Addition or deletion of the services of a particular form should also be approved by the CEO.

This document presents SOPs for the PC as per existing IPs. The Board of the PC is the approving authority for editing these SOPs to benefit the PC.

Annexure III

MANAGEMENT OF FINANCE AND ACCOUNTING

1. Accounting Standards: shall follow Indian Accounting Standards. The PC Board shall approve single or double entry book-keeping. Any change shall require Board's approval. As regards depreciation accounting the Board shall approve as per the provisions or any change thereof.
2. Capital/Revenue items: The Board shall authorize the CEO to classify the items based on value or nature or combination of both. Any such decisions shall remain valid for a particular period as advised by the Board. Part financial year will not be counted.
3. Item and party Masters: The Board shall authorize the CEO to formalize item masters and party masters. Inventory management decisions including LIFO/FIFO, ABC and FSN analysis shall also rest with the CEO as approved by the Board.
4. Debtor and creditor cycles: The Board shall authorize the CEO to manage debtor and creditor age and cycle.
5. Receipt of Bills:
The following procedures shall be followed at the time of receipt of bills.

Entry shall be made giving details of the bills received such as date of receipt of invoice, name of vendor, date of invoice, description in the invoice, amount etc in the in manual register maintained by Executives - Accounts.

A unique serial number code on the top of the bill would be mentioned which would be same as the serial number on which the bill was entered in the manual register.

It should be ensured that the entry of the bills in the register will be made on the same day of receipt of bills from vendor and hand over the details to the Assistant Accounts Manager.

6. Entry of Bill in the Books of Accounts

After review of bill by the Assistant Accounts Manager, the bill would be checked with the Purchase Order/Agreement/Approval of the bill. He would ensure that necessary supporting documents are attached with the bill.

The Assistant Account Manager would check the TDS implication and Service Tax implications or any other statutory Implications on the bill and provide supporting for the same and will send all the original bills to head office twice a week.

In case of purchase of any material or goods, relevant entry would be made in the stock register for the quantity and value and serial number given in the stock register would be mentioned in the Purchase Invoice.

After the purchase bills are approved by the Accounts Manager at head office, entry would be made in the books of accounts at head office.

It would be ensured that the entry of the bills will be made within 24 hours of receipt of bills.

Also it would be ensured that the Serial numbers are correct for posting the entry in books of accounts

7. Preparation of Approval note for payment

After the above steps, approval note for release of payment as per our payment terms of the bill shall be prepared from head office along with the relevant supporting documents such as Original Invoice, Journal Voucher, Purchase order, agreement (wherever applicable).

After preparing the approval note, Accounts Manager would ensure that the approval note is signed by the relevant authorities. Once this is signed by relevant signatories, the payment note would be approved by Managing Director.

8. Issue of Cheques / RTGS / NEFT / Remittance / Direct Debit

On receipt of approval of Managing Director, the Account Manager would prepare the cheque or documents accordingly on the basis of approval note signed by the relevant authorities.

Once the same is approved for payment, payment entry would be made in the books of accounts by Account Executives on the same day.

9. Dispatch of Cheques

The cheques should be dispatched on the same day through courier unless they are hand delivered.

A control register would be maintained by Accountant for all the courier sent giving details of courier number, cheque no, name of party, amount and follow up should be done by Accounts Assistant twice a week with the courier company on the delivery of the cheque so that the control register can be updated accordingly.

10. Cash payments

Cash payments would be avoided as far as possible. Only petty bills or imprest accounts can be paid in cash for the following petty expenses:

- a. Expenditure for refreshments during official meetings.
- b. Staff Conveyance.
- c. Office Maintenance of petty nature
- d. Printing & Stationary of petty nature
- e. Any Other Petty Expense.

No cash payments above Rs 20,000 should be made against a single bill.

Cash payments would be released only after approval of relevant authorities on receipt of the bill for payment.

11. Payroll

The Assistant Accounts Manager will prepare monthly salary sheet by / before the 5th of every month on the basis of attendance and leave records of the employees.

TDS deduction would be checked with the computation of taxable income prepared for each employee and tax deducted so far before the current month.

Any adjustments for any advances or loans taken by the employee would be made before the approval of salary.

In case of new employees, appointment letters would be checked along with other relevant documents such as last employers, relieving certificate, experience certificate. While preparing the TDS calculations, last employers Form 16 should be considered.

The salary sheet would then be checked and approved by the Finance Manager.

In case of any employees leaving the company, the full and final settlement account would be prepared by the Assistant Accounts officer and approved by Accounts Manager. The Assistant Accounts Manager would check the following documents before making the full and final payment:

Letter of resignation, acceptance of resignation by adjustment, any loans/ staff advance / imprest outstanding, any TDS short deducted on basis of declarations not received, copy of tax savings investments such as payment of LIC premiums, PPF, House rent receipts, home loans certificates for which credit has been taken etc; any office equipment such as laptop, mobile, blackberry handed over etc.

12. Staff Advances and Loans

Staff advances and loans can only be given to employees after the Managing Director as per the company's HR policy.

Assistant Accounts Manager will ensure the advance is being adjusted on a monthly basis before disbursement of salaries as per terms of sanction.

13. Statutory Compliances

To ensure that the compliance of relevant statutory provisions of various Acts i.e. Income Tax, Service Tax, Value Added Tax, Central Sales Tax, KTEG, Central Excise, Service Tax, PF, ESIC etc is made and dues of the same remitted on time as per Act.

14. Debtors, Creditors and Bank Account Reconciliation

To ensure that the balance with debtors, creditors must match, the balance in bank accounts must be reconciled on daily basis.

15. Fixed Asset Register

Fixed asset register (FAR) will be maintained in the system. The FAR will contain the following details:

- a. Asset Code
- b. Asset account Code
- c. Class and description of asset
- d. Make/Manufacturer
- e. Supplier and Model number
- f. Date of purchase
- g. Quantity
- h. Location and Department using the asset
- i. Value of asset (gross block, net block)
- j. Useful life of Asset and depreciation rate
- k. Unit of Measurement
- l. Depreciation (accumulated depreciation and depreciation for the year)
- m. Details of transfer and disposal
- n. WDV of assets

The Assistant Accounts Manager will paste the asset code sticker against the asset entry in the FAR and also on the physical asset. Accounts Manger would conduct physical verification of fixed assets on a quarterly basis and submit the report to directors.

16. Internal Audit

Team Members Responsibilities

The Audit team will be the final responsible for final verification and approval of all the purchases and payments and to ensure adoption of all accounting procedures and systems as laid down under law and their maintenance for Gilwood Fashions Pvt Ltd.

All members are required to and will ensure that all the procedures / systems are strictly followed in terms of the limitations, approval process and that all necessary quotes and paperwork as approved and sanctioned as per Indian accounting practices.

17. PURCHASE DEPARTMENT AND MAINTENANCE OF STORE RECORDS

The following procedures shall be followed before purchasing anything -

Purchase orders would be issued and signed by the relevant authoritative personnel. A copy of the signed PO should be provided to Finance & Accounts. It is mandatory that different price quotations shall be taken before placing any order.

The PO would be consulted with Accounts Manager before signing to review the statutory compliances, legal terms and conditions etc.

The lowest quotation would generally be approved from the management; unless otherwise approved by Managing Director.

The price lists and other documentations should be maintained by the Store and Accounts Department.

On receipt of material, the goods should be checked by Store Manager to ensure they meet quality standards.

Entry should be made in the Goods Inward register by Store Manager or Assistants.

Copy of GRN along with bill should be forwarded to Accounts department.

F&A department to review the final invoice against the Purchase Order / Agreement for any differences in quantities, prices and terms and conditions.