

Apparel Export Promotion Council

NOTICE INVITING TENDERS FOR

Seminar on “Awareness of Lean Management in the Indian garment manufacturing industry”

Last date & time for submission of Sealed Quotations: 8th June, 2016 Upto 2:00 PM

Date & Time for opening the Sealed Quotations: 8th June, 2016 at 4:00 PM

The Tender Document, complete in all respects, to reach on or before the due date at the following address:

Ms. Sneh Lata Sharma, Joint Director (F & E),

Apparel Export Promotion Council,

Apparel House, Sector-44 Institutional Area

Gurgaon, Haryana-122003

Venue for opening Technical Bid:

Apparel House, Sector-44 Institutional Area

Gurgaon, Haryana-122003

Date:- 16th May, 2016

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Tender No. AEPC/GUR/LM/1082/01/2016 dated 16.5.2016

**Notice inviting Tender
for**

**Seminar on “Awareness of Lean Management in the Indian garment manufacturing industry”
Scheduled in the month of June/July , 2016**

1. EVENT BACKGROUND

About AEPC

Apparel Export Promotion Council (AEPC), is a nonprofit making body of Indian apparel exporters and it provides assistance to Indian Garment Exporters and importers / international buyers to facilitate apparel trade /export from India to other parts of the world. AEPC currently has over 9000 member exporters. In order to create awareness among Indian garment exporters.

As a part of its export promotion program for the F.Y. 2016-17, AEPC shall be organizing Lean Management seminars during June 2016 as per the details given below:-

City/Country	Month	Seminar Stations
Seminars at (Gurgaon, Mumbai & Bangalore) / India	June/July 2016	1. Gurgaon 2. Bangalore 3. Mumbai

(Any other seminar station can be added or deleted with mutual consent)

Approx. 40 garment manufacture exporters/or Accessories exporters shall participate to follow lean practices while manufacturing collection for Men's , Women's , Children ,Denim & Knit wear along with fashion accessories (scarves, stoles, shawls etc.). The actual number of participants depending upon industry's response, AEPC is looking for reputed agencies who can handle above mentioned 3 seminars on Lean Management for apparel manufacturers. The duration of the seminar can be two hours at each place and one hour can be given for interaction.

About Indian Apparel Industry

India is the second largest manufacturer of garments after China being the global leader in garment production. Abundant availability of raw materials such as cotton, wool, silk and jute as well as skilled workforce have made the country a sourcing hub. The potential size of the Indian textiles and apparel industry is expected to reach US\$ 223 billion by 2021.

2. KEY FOCUS AREA S OF LEAN MANAGEMENT TO BE COVERED IN THE SEMINARS :-

Kay lean manufacturing principles ,

- Elimination of Waste (known as MUDA) :-Tools and Methodologies that aims for the continuous elimination of all wastes in the production process
- Basic types of waste in manufacturing
- Determination of reduction or elimination of non value added work
- Continuous Improvement in lean manufacturing
- Steps required to implement the Lean manufacturing like
 - Identifying the fact that there are wastes to be removed,
 - Analyzing the wastes and finding the root causes for these wastes,
 - Finding the solution for these root causes
 - Application of these solutions and achieving the objective
- Use of lean production to increase productivity- by reducing the idle time of workers
- Improve product quality and manufacturing cycle time
- Reduce inventory
- Reduce Lead time
- Lean production philosophy concepts like:-
 - Kaizen
 - Kanban
 - 5's OEE
 - Just in Time (JIT) etc.
- Case studies to showcase the approaches to implement lean practice in apparel industries
- Case studies to showcase achievement of the same output with less input- less time, less space less human effort, less machinery, less material, less cost by showcasing through PPT.
- Lean manufacturing and the problems associated with poor production scheduling and line balancing
- Quality control Tools involved in lean manufacturing process:-
 - Pareto chart
 - Fish Born Diagram
 - Histogram
 - Control chart
 - Scatter Diagram
- 5 S System:-
 - These 5 tools are utilized for workplace standardization
 - Seri (sort)
 - Seiton (Straighten)
 - Seiso (Shine)
 - Seiketsu (standardize)
 - Shitsuke (Sustain)
- Any other relevant area to be covered with regard to lean management

Objective

“Create Awareness on Lean Management among Indian garment manufacturers”

Effective training and seminars by the industry specialists will help in understanding the intricacies of each tool with respect to the garment industry. In the near future, the awareness level of Lean in the garment industry might increase with the support of lean management seminars / workshops.

3. PROCEDURE FOR SUBMISSION OF BIDS

AEPC invites sealed quotations from reputed agencies having proven competence to help “Lean Management” seminars focus on apparel export industry.

AEPC proposes to select a consultant’s agency which can handle the following jobs with regard to organization of Lean Management seminars in India (3 Cities)

1. To plan and help organizing Lean seminars by bringing reputed speaker ,who are known among industry reports.
2. No. of speaker - One (of RMG Industry expert)
3. Seminar duration - Half day seminar
4. Development of seminar contents
5. Matter for participants hand out / pamphlet etc.

Note: each paper of the quotation must be signed & stamped by the bidder and should be on letterhead of the company.

4. DISCLAIMER :-

This tender is being issued by the AEPC for inviting bids for **“Seminar on “Awareness of Lean Management in the Indian garment manufacturing industry” scheduled to be held during June/July , 2016.** The words 'Tender' and 'RFP' are used interchangeably to refer this document. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. AEPC reserves the right not to proceed with the project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting a Bid.

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5. GENERAL CONDITIONS/INSTRUCTIONS FOR SUBMISSION OF BIDS/APPLICATIONS:-

1.1 AEPC invites bidders to submit their technical and financial offer to participate as Vendor with the conditions and manner prescribed in this Request for Proposal (RFP) document.

1.2 Bidder agencies are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

2.1 Important dates and information

S.No	Information	Details
1	RFP release date on AEPC Website	18-5-2016
2	Last date (deadline) for submission of bids	8-6-2016 (Latest by 3 PM)
3	Opening of technical bids	Time on 8-5-2016 (by 5.00 PM)
4	Place, time and date of opening of financial proposals received in response to the RFP notice.	Will be intimated later
5	Bid validity period	30 days
6	Contact person for queries	Ms. Sneh Lata Sharma, Jt. Director
7	Addressee and address at which proposal in response to RFP notice is to be submitted	Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon - 122 003 (Haryana), India, Tel: 0124-2708150 Email: slsharma@aepecindia.com

2.2 All communications related to this RFP including the submission of the Proposal should be addressed to :

**Ms. Sneh Lata Sharma,
Joint. Director
Fair & Exhibition Department
Apparel Export Promotion Council,
Apparel House, Sector-44, Institutional Area,
Gurgaon - 122 003 (Haryana)
India, Tel: 0124-2708150
Email: slsharma@aepecindia.com**

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6. TERMS & CONDITIONS/ELIGIBILITY CRITERIA:-

Basic Qualifications of The Bidders

1. The bidder should have experience of handling similar Lean Management Seminars preferably for Indian Apparels/ Textiles.
2. The bidder should have minimum experience of handling at least 4 seminars during last three years.
3. The bidder must known nationally/ internationally for its services & good connection with active apparel & apparel accessories manufacturers in India.

Time – Frame and Deliverables

The duration for the work would be a week from the date of placement of the work-order. The selected agency would be required to submit a detailed report after the completion of the seminar but within 5 days after completion of the seminars.

The release of payment shall be linked with the completion of seminars. AEPC also has the right to ask the report from agency whenever required.

Payment Schedule: After finalization of L1 bidder, the following will be the payment schedule to be followed:

Stage	Particulars	Release of payment
1	On signing of agreement	-
2	After completion of seminars in 3 cities	90%
3	After submitting the final report.	10%

AEPC will incur expenses on following (i.e. Over & above agency fee charged from AEPC as per Annex 2).

1. **Venue**
2. **Tea/Coffee/Cookies**
3. **Lunch**

OTHER TERMS AND CONDITIONS:

1. Confidentiality of any data and information provided by AEPC and other agencies to the Agency should be maintained.
2. The participant’s data will be the sole property of the AEPC; any portion or part of the data should not be produced / published or sold to others.
3. All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the AEPC.

Governing Law and Jurisdiction: This agreement shall be governed by the laws in India and shall be subject to New Delhi jurisdiction

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7. PENALTY CLAUSE:-

Penalty: AEPC shall have the right to impose penalty on the selected agency if the turnout of consultant found not satisfactory by AEPC officials / participants (through feedback forms) . The penalty amount shall be decided by Chairman –(EP) AEPC

- (i) All bills must be submitted in original to AEPC Gurgaon Office. The agency will forward original bills in favor of AEPC.
- (ii) TDS shall be deducted from the bill as per rules.

OTHERS

- 1. In case of any dispute, decision of Chairman – EP (AEPC) shall be final and binding.
- 2. The losses to the AEPC, if any which are directly attributable to the agency shall be deducted from the bills.
- 3. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, AEPC would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

RIGHTS OF AEPC

- (i) AEPC reserves the right to accept / reject the offers received, or call for any additional information /clarification, or modify / cancel the bidding process, if so required, without assigning any reasons whatsoever.
- (II)** AEPC reserves the right to cancel/terminate the agreement any time without assigning any reason.

FORCE MAJEURE:

The failure to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default insofar as such inability arises from an event of Force Majeure. **For the purpose of this RFP “Force Majeure” means an event which is beyond the reasonable control of the AEPC and is not foreseeable.**

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8. ACCEPTANCE OF THE TENDERS:

All the clause of tender document and terms & conditions enumerated in this form has been read by me / us and are acceptable to me / us.

Date:

Signature:

(Name in block letters)..... Name of Tender.....

Address (with stamp)

.....
.....

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9. UNDERTAKING:-

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The Vendor shall stand liable for any information given above which is later found to be FALSE.
2. We are interested to undertake the execution of seminars in India at 3 different cities.
3. I am competent to sign this Certificate.

(Signature of the bidder)

Name:_____

Designation:_____

Place:

Date:

Seal of the Vendor:

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10. NAME AND ADDRESS OF THE AGENCY:-

<u>NAME OF THE BIDDER (AS PER Registration Certificate</u>	
<u>COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO. FAX NO. & E-MAIL ADDRESS (as per Registration Certificate)</u> <u>Name of the contact person with Mobile Number</u>	

Signature

(On letterhead of the company)

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11. TECHNICAL SPECIFICATIN COMPLIANCE SHEET:-

TECHNICAL BID

Annexure-I

(A) Packet "A" should contain:

- (a) Details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project.
- (b) Documents in support of the establishment of the company
- (c) Academic & Technical qualifications of the speakers
- (d) List of projects of similar nature. Similar project means seminars/workshops handled on Lean Management in Apparel Industry

A covering statement as follows:-

1	Name of the Bidder		
	Address		
	Email address		
	Contact Person: with Mob. No.		
2	Experience in organizing similar Seminars during (2012-13, 2013-14, 2014-15& 2015-16.	List of events/seminars/ companies names where lean management has been implemented	To attach copies

The packet should also contain the following information:

- 1. Brief Profile of the Organization /speakers
- 2. Detailed technical approach and methodology for execution of AEPC's seminars.
- 3. Time-plan for executing the Seminars
- 4. Names of the persons along with contact details who would handle seminars

EVALUATION CRITERIA:

A techno-financial evaluation of the submitted proposals will be carried out on a relative basis. The details are as follows:-

I. Packet A will be opened first for ascertaining the basic eligibility of the bidder. The technical proposals bids viz. Packet B of only those agencies will be opened which lists out contents as provided in Packet A.

The selection of agency / consultant will be done purely on the basis of lowest quote and work experience

(Signature)

(On letterhead of the company)

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12. FORMAT FOR SUBMISSION OF FINANCIAL BIDS:-

FINANCIAL BID

Annex -2

(B) PACKET "B" should contain the financial proposal, which should be in following format:

The financial proposal should quote the professional fee and all expenses as detailed below.

Quotation to be given on the letterhead of the company duly stamped & signed in a sealed separate envelope.

Particulars	Quote fee
<u>A.Seminar Cities/Country/Tentative date</u>	
<u>June / July, 2016</u>	
Gurgaon - 28.06.2016	
Bangalore - 29.06.2016	
Mumbai -30.06.2016	
<u>B. Seminar -work description</u>	
Indicatives/Poster/Standees (total 4 nos.)	
<u>Write up with inspiring lean work pics for seminar participants take away</u>	
<u>C. Agency fee (including travel expenses, boarding, lodging of the speaker) and expenditure on any other head.</u>	
<u>TOTAL AMOUNT [A+B+C]</u>	
<u>VAT</u>	
<u>TOTAL AMOUNT</u>	

Both envelopes should be put in a bigger envelope - duly sealed and clearly marked **Bid for organizing AEPC's Lean Management Seminars in June, 2016** and submitted to **Ms. Sneh Lata Sharma, Joint Director, Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon - 122 003 (Haryana) India: by 3.00 pm**

The expenditure of Venue/Tea/Coffee/Lunch will be borne by AEPC. The bids will be opened on the notified dates in a 2 step procedure with Packet A being opened in Step 1 for screening of technical capacities and in step 2 for opening of financial bids.

Interested Agency shall submit two sealed covers containing Packets "A",& "B" with following content:

Packet A: Technical bid

Packet B: Financial bid

Both envelopes should be put in a bigger envelope - duly sealed and clearly marked **Bid for organizing AEPC's Lean Management seminars in June 2016** and should be submitted to **Ms. Sneh Lata Sharma, Joint Director, Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon - 122 003 (Haryana) India , latest to reach the above address by 1-4-2016.**

(Signature)

