



## **Apparel Export Promotion Council**

**Request for Expression of Interest (Eoi)**

**For Preparing**

**'Information booklet on entrepreneurship schemes and facilities to start business in Textiles and Garments sector in Andhra Pradesh and Odisha'**

Date: 12.03.2022

## Important Dates

S. No.	Details	Last Date
1.	Issue of EoI	12.03.2022
2.	Last date and time for submission of EoI	21.03.2022 by 12.00 PM
3.	Date & time of opening of Technical Bids	21.03.2022 at 03.00 PM
4.	Date of presentation and Opening of Financial Bid of qualified bidders, after presentation	24.03.2022

1. **Apparel Export Promotion Council (AEPC)** will be preparing *Information booklet on entrepreneurship schemes and facilities to start business in Textiles and Garments sector in Andhra Pradesh and Odisha*. This is towards International Labour Organisation (ILO) project on “Promoting Sustainable Enterprises in India (PSEI)” in the state of Odisha and Andhra Pradesh with focus on Textile and Garments.

2. AEPC is the official body of Apparel exporters in India that provides invaluable assistance to Indian exporters as well as importers/ international buyers who choose India as their preferred sourcing destination for garments.

3. Expression of Interest is invited from experts who has past experience of report writing for International studies.

4. The proposal is invited for the following deliverables:

- Two state-specific information booklets in English (in MS Word) - AP and Odisha - respectively. Each state-specific information booklet will include information on textiles and garments sector to capture sector-specific information related to starting business in the respective states. State-specific information (as applicable in Andhra Pradesh and Odisha) will be on legislations and regulatory framework (including on taxation, labour, environment, exports, and others), various entrepreneurship schemes, social and micro-finance schemes and process to access, registration process, specific schemes for women and disadvantaged communities, and others along with visual flow map showing the relevant departments / offices to be engaged for starting a business.
- Each booklet will be of maximum 20 pages (excluding annexure and visual flow map) and will be developed as per ILO house style manual.
- The submission should be fully proofread and follow agreed terminology for technical terms as recommended in ILO SIYB training pack. Graphic design (including layout, templates, illustrations, and photos) should be delivered to a professional standard.

5. The proposal should be in Two Parts:

- **Technical Bid:** The Technical bid should contain the resume of the expert/ individual containing following details:
  - Past experience of your report working on International studies/ publication
  - Experience of Textiles and Apparel sector issues
  - Exposure to Government policies of Odisha/ Andhra Pradesh
  - The consultant may be available for 5-6 consultation meetings / presentation to be made on the Hand Book (Physically/ Virtually)
  - 2-3 samples towards the above experiences, especially sample of report prepared earlier may be enclosed with the technical bid
  - **The technical quote should be submitted in the format given at Annexure I**

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- **Financial Bid:**

- The financial bid should contain the consultation fee towards the deliverables, any out of pocket expenses or other administrative expenses.
- The Financial bid should be password protected.
- It may be noted that the engagement is roughly for 2 and half months.
- The fee may be quoted indicating the man-days
- **The financial quote should be submitted in the format given at Annexure II**

6. Expression of Interest should be submitted on email only: [tender@aepcindia.com](mailto:tender@aepcindia.com) within Seven days of the publication of the EoI.

7. For any further queries in this regard, please contact Ms. Chandrima Chatterjee, Advisor, AEPC (0124-2708035).

8. **Background**

A series of interventions / technical support are planned in both Odisha and Andhra Pradesh to develop the textile and apparel sector and integrate the units to the global supply chain. International Labour Organisation (ILO) is implementing a Korean International Cooperation Agency (KOICA) supported project titled "Promoting Sustainable Enterprises in India (PSEI)" in the state of Odisha and Andhra Pradesh with focus on Textile and Garments. The project aims to equip and build entrepreneurial skills of youths, especially among women to start new business in the sector and integrate them in the global supply chain through exports and links with lead domestic / international brands/ companies, with the aim to boost local economic development and generate more and better-quality jobs in the select states.

In this regard, the ILO has entrusted AEPC with producing an information booklet for the two states to guide potential interested entrepreneurs on starting a business in garments or textile sector. We are looking at experts with past experience in collating available information in an easy to understand format and draft guidance document in easy to use, international level presentation formats for the proposed Handbook.

9. **Selection Process-**

- experts/ individuals will be called for a presentation before AEPC
- The presentation will have detailed roadmap of how the expert/ individual is going to complete the study, previous projects by them and other related information.
- The Financial Bid will be opened only for the expert/ individual selected during the presentation. The selection will be on L1 basis of the shortlisted applicant in Technical bid.

10. **Consultancy Fees-**The financial quote should be submitted by interested experts/ individuals in INR in the format given at **Annexure II** with 6 months validity.

11. **Payment Terms-**

- 50% on submitting of draft booklet
- 50% on the acceptance of the report by the client (ILO)

12. **Copyright-**The expert/ individual shall ensure that there is no plagiarism or violation of copyright from any other source. In case any issue of plagiarism/ copyright is raised by any third party, the expert/ individual shall be wholly liable to respond to that and will take all consequent legal responsibilities and further will be responsible for any consequent legal action in this regard.

**NAME OF WORK: Information booklet on entrepreneurship schemes and facilities to start  
business in Textiles and Garments sector in Andhra Pradesh and Odisha**

**Technical Bid**

S.N.	Particulars	Self-attested copy	Page No.
1.	Resume of the expert/ individual	Yes / No	
2.	i) Name ii) Mobile No. iii) Email address	i) ii) iii)	
3.	Past experience of your report working on International studies / publication	Yes / No	
4.	Exposure to Government policies of Odisha/ Andhra Pradesh	Yes / No	
5.	2-3 samples towards the above experiences, especially sample of report prepared earlier	Yes / No	
6.	Copy of Income Tax Return for the last Three (03) financial years	Yes / No	
7.	Self-attested copy of PAN Card	Yes / No	
8	Self-attested copy of Aadhar Card	Yes / No	

**Financial Bid**

<b>S. No.</b>	<b>Particulars</b>
1.	Name: _____ Mobile No: _____ E-mail: _____
2.	<ul style="list-style-type: none"><li>• Man-day x Rate = <u>Consultation Fee</u> _____.</li><li>• Other Expenses = <u>Please specify</u>.</li><li>• Total (incl. out of pocket expenses) = _____.</li></ul>

*The above Financial Bid should be signed and Password protected.*