

**Terms of Reference for
Selection of Project Management Consultant (PMC) for procurement and
set-up of state-of-the-art Jewellery Manufacturing Machines, Ancillary
Equipment's, and Allied Computer Peripherals at MEGA Common Facility
Centre (CFC) in SEEPZ, Andheri, Mumbai.**

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1. Introduction :

The Gems and Jewellery Export Promotion Council (GJEPC) is an autonomous body set up by the Ministry of Commerce and industry, Government of India (GoI) in 1966. GJEPC role has been to promote brand India, connect government and trade, spread education, look after health and well-being aspects of the Karigar community and bolster innovation and infrastructure. GJEPC is a Section 8 Company under the provisions of the Companies Act, 1966 as a Company limited by guarantee not having share capital. It represents the interests of more than 7500 members across India. The Committee of Administration of GJEPC (Board of Directors) includes Government nominees representing from Representative from Ministry of Commerce & Industry (MoC&I), Director General of Export Promotion (DGEP), Director General of Foreign Trade (DGFT).

2. Assignment background:

The Gem and Jewellery sector comprises mostly of small and medium enterprises which cannot afford the latest machinery & technology and also cannot cope up with the frequent changes in technology individually, leading to low competitiveness and low efficiencies of the local Industry.

However, India accounts for 14 out of 15 diamonds set in jewellery worldwide and ranks 4th in global gold jewellery exports. To maintain competitiveness, the latest in 3-Ts (Technology, Techniques and Training) from around the world have to be made available at a single centre, namely Mega Common Facilitation Centre.

Santacruz Electronics Export Processing Zone (SEEPZ) is a Special Economic Zone in Mumbai, India with a geographical spread of nearly 110 Acres with 9 major buildings (and other private buildings built by units on leased plots) with multiple private buildings (approximately 4 Lakh square feet of space). On the 19th of August 2021 the Hon'ble Minister, Ministry of Commerce and Industry, Government of India announced a commitment of Rs 200 Crore for the rejuvenation and refurbishment of SEEPZ, SEZ. This is particularly important for SEEPZ as it is entering 50th year of its existence in May 2022. The golden jubilee year (from May 2022 to May 2023) shall be celebrated alongside 'Azadi ka Amrit Mahotsav' which commemorates 75 years of India's independence.

The Mega CFC will aim at providing assistance to the industry members in and around Mumbai to ensure quality, standards, cost and efficiency. Focus shall be on Jewellery, that is, Diamond Studded Jewellery and Gold Jewellery. The proposed Project will be developed on a cluster-based model to promote growth in the sector.

The objectives of the Mega CFC in Mumbai are to assist the industry to improve its Quality, Efficiency and Reduce Cost, with improved Compliance, Competitiveness availability of global Design Data Bank, Research & Development centre and Sales. Focus shall be on Jewellery, that is, Diamond Studded Jewellery and Gold Jewellery.

(a) Key Components of Mega CFC

- Technical assistance to the existing Gem and Jewellery units
- Ensure availability of latest machinery, technology, and related services
- Training and Skilling Centre for Skill Development Courses & developing Skilled Manpower
- Research & Development and Consultancy
- Industry Best Practices & Data Centre
- Business Facilitation Centre (Trading Area)
- Opportunity & Need Assessment

Most of the units being Micro, Small or Medium Enterprises (MSMEs), do not have access to latest machinery/technology, which are getting updated very frequently. The units face shortage of skilled and trained workers. Research and Development activities are expensive and MSMEs are not able to afford the same, as there is no guarantee of profitable return on investment. At present, the units also face difficulty in obtaining various testing and certification services.

(b) Location overview

The location of the Mega CFC is within SEEPZ, in the prime business locality of Andheri in Mumbai.

(c) Benefits / Advantages of Mega CFC

MACHINERY, TECHNOLOGY & SERVICES

- Provide best available machineries & technologies
- Provide services using the machineries & technologies
- Provide Laboratory Services like Lab grown diamond testing, Hallmarking etc.
- Software services such as CAD Rendering

TRAINING & SKILLING

- Provide advanced level training and skilling
- Permanent full-fledged Training Centre
- Training courses shall be as per the need and requirements of Units and stakeholders
- To conduct training in new areas not covered by existing institutes

Research & Development and Consultancy

- To improve competitiveness

- Research to focus on current & future market demand, machinery & technology requirement, improving productivity, quality control, development of low-cost Jewellery, improved manufacturing techniques etc.
- Consultancy services as per trade requirements
- Beneficiation of small-scale units for tool engineering, product & market Innovation
- Offer sophisticated tools, dies, molds etc. which are not available with MSMEs
- Provide information & guidance on tool designing & production
- Provide tool repair facilities in workshop

Industry Best Practices & Data Centre

- Provide information on Industry Best Practices
- To compile and make available all needful data at one place
- A Platform for collection, storage & dissemination of information
- Provide easy access to digitized literature/reports/ analysis

Business Facilitation Centre (Trading Area)

- Facilitate internal trading between units of consumables, durables, machinery, raw materials, findings etc.
- Provide space for demo of products

The project shall provide technical assistance to the Gem and Jewellery Industry by setting up of a Mega Common Facilitation Centre (Mega CFC) which offers usage of latest machinery and equipment and various Technology, Techniques and Training Services in SEEPZ, Mumbai, to enhance the existing quality, productivity, skill of manpower, domestic R&D, technological advancement and cost competitiveness.

The Project will include a Training Centre for imparting skill development courses and developing skilled manpower for the industry. The Mega CFC aims at the national objectives of 'Make in India', 'Skill India' and 'Atmanirbhar Bharat' by strengthening the domestic manufacturing capabilities and skills. The Project would be set up on a cluster model to offer common facilities to Gem and Jewellery industries. Focus shall be on Jewellery.

The Mega CFC will be established as a services provider with an aim to increase efficiencies of the small and medium scale local units by offering services which are not normally available with the independent units. The main objective of the Centre would be to provide quality services to the customers by satisfying their requirement and impart technical training to Gem and Jewellery sector.

The Mega CFC envisages supporting the Gem and Jewellery Industries in overcoming the local challenges and facing global competition through state-of-the-art technology, quality products, testing standards and trained manpower.

3. Objective:

GJEPC would like to appoint a PMC with high level of proficiency in preparing and executing the process flow and having comprehensive knowledge of the interior MEP services placement, Data Centre application, Trading (Business modules), Training and skilling centre setup, undertaking the tendering process for procuring the machines (revenue model assessment- IRR etc) for the Mega CFC.

4. Scope Of Work & Key deliverables

(a) Scope of work:

- Preparation of process flow layout and machinery set up layout
- Preparing tender(s) for procurement of machinery / equipment, Including spares and maintenance
- Selection of Project planning partner (PPP) by Inviting the proposal from Machinery supplier in terms of plug and play kind of model and their evaluation on techno-commercial and best revenue model recommendation. Various options can be proposed by PMC Based on Market practices and standards
- Scrutinize the bids of all the machine / equipment provides, prepare bid evaluation report, attend price negotiation meetings and recommend the most suitable contractor for award of work
- Co-ordination for procurement & installation of machinery / equipment at the centre
- Co-ordination with machinery suppliers, interior & exterior contractor, PMC or any other appointed consultant for technical requirement with respect to space, power supply, security, support facility or accessories required if any etc.
- Interior layout of machinery placement and required MEP services for machinery performances.
- Invite quotations (only when the tender process is not required to be followed) from vendors / agencies and put it before the committee for approval with comments / recommendations
- Verification & certification of bills with tender quantity /rates/ T&Cs/ specifications with representative of vendors & committee
- Supervise, Monitor & Control the work progress from tender stage till installation
- Submit work progress report to committee on monthly basis
- Co-ordination for imparting training by the machinery supplier at site to the appointed staff of the Mega CFC after installation and commissioning of the machinery is completed

- Provide justifications/recommendations with respect to change in quantity/specifications/time schedule etc. and sought necessary approval from committee
- Provide such other assistance on mutually agreeable basis as may be required and informed by committee from time to time
- Ensure complete control over the machine / equipment procurement process including quality and cost.
- Market-rate analysis & preparation and finalisation of budgets
- Organize all the tender and procurement related meetings
- Clarify all queries raised by the vendors during the procurement process
- Finalise the vendor contracts
- Certification of Machinery / equipment as per defined phases
- Ensuring the Contractual conditions are complied with
- Data Management of all documents including bills, O&M manuals, invoices, challans, tax documentation, insurance contracts, warranties, additional warranties etc.
- Co-ordination with Accounts & Finance for release of funds for the vendors as per phases
- Handing over the completed site with all the documentation
- Settlement of variations & extra claims as per the contract conditions & getting it approved by consultant & Client.
- Obtaining No-Claim Certificate
- Preparation of Project Completion Report and Close out report
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(b) Key deliverables:

- PMC will prepare tender for procurement of machinery/equipment/interior contractor along with MEP services. in line with the approved DPR and applicable GFR & submit the same to committee for further processing for release of the same
- PMC will prepare and submit to the committee technical analysis and comparative statement of all the offers / bids received against each tender clearly indicating its comments on each offer.
- PMC will ask for the further details / documents / information required from the bidder, if any.
- PMC will then provide assistance to committee in negotiations. Based upon such negotiations / clarifications, it shall submit to committee a note outlining its recommendations for finalization of the tender and committee may take suitable decision regarding award of work.
- PMC shall submit the implementation report of all machinery/equipment
- PMC shall involve on full time basis necessary in-house core team / outsourced the service of personnel on the requisite skills profile & depute technical staff at

the site during installation, testing and training of the machinery/equipment at their own cost.

- PMC shall make sure that all the due diligence has been taken care during all the stages of implementation.
- Compile report based on best practices adopted and lessons learnt during the execution of the Project
- Any consultancy activity not specifically mentioned below but required to complete the project scope is deemed to be included in the scope of work
- Ensure that the works are completed in all manners as per the quality, standard and within the budgeted cost & time. Failure to adhere to the completion date of works at any of the site of work shall entail imposition of Penalty on the PMC.

The PMC shall not make commitments on behalf of GJEPC without prior written approval. In the event that GJEPC issues a verbal instruction or direction to the PMC, such instruction or direction shall be noted in some form of written documentation including meeting minutes, request for information, faxes, memo, letter or some other written format. However, any commitment that affects the project cost or schedule shall require GJEPC's prior written approval.

5. Times lines and Payment Milestone:

Milestones	Time Lines	Payment Milestone (% of contract value)
On execution of the agreement- <i>Against submission of Bank Guarantee of equal amount</i>	45 days	10%
On finalization of rendering of machinery layout and process flow diagram	75 days	10%
On Appointment of Machinery / Equipment vendors	180 days	10%
On Installation & commissioning of the equipment's & machinery at centre	210 days	50%
On completion of the work (Once centre would be made operational) on the submission of implementation Report	300 days	10%
On completion of defect liability period i.e. 12 months	Post 335 days	10%
Total PMC Fees		(100%)

6. Key Experts:

SN	Key Expert	Nos.	Total Experience in the relevant field
1	Project Manager	1	10 yrs.
2	Architect	1	5 yrs.
3	Jewellery Machinery & Design Expert	1	5 yrs.
4	Data Centre Expert	1	5 yrs.
5	MEP & Tool Room Expert	1	5 yrs.

7. Benchmarking Standards

The agency shall comply with the below statutes –

- Ensure availability of latest machinery, technology, and related services... **State of ART Machines**
- Tool Room, Research & Development Centre **INDO GERMAN TOOL ROOM, INDORE, CENTRAL TOOL ROOM & TRAINING CENTRE Bhubaneswar, NID (National institute of Designing) Ahmedabad. & IIT R&D centres,**
- Industry Best Practices & Data Centre. **Tanishq, Malabar, Kalyan jewellers,**
- Business Facilitation Centre (Trading Area) --- **BDB, SDB, Hira bourse.**

8. Support Provided by Client

- 5.1 GJEPC shall make a project manager i.e. a one point contact, available who shall co-ordinate and supervise the project and provide IDI with the necessary clarifications, as and when required, with respect to the Services to be delivered by IDI.
- 5.2 GJEPC will provide such assistance as shall reasonably required by IDI for carrying out its obligations/duties under this agreement.
- 5.3 GJEPC shall make the payment of the fees to IDI as agreed in Article 6 of this agreement.

- 5.4 To organize periodic review meetings or special meetings to resolve the typical problems / situations faced by IDI, which are beyond its control.
- 5.5 To sensitize the host Associations or local trade association on all issues of concern / importance from the perspective of achieving the objectives of the project.
- 5.6 To grant timely approvals to IDI on the issues which IDI brings to the notice of the GJEPC, and which might have not been envisaged or anticipated at the time of signing of the Agreement.
- 5.7 To assist IDI in ensuring arrangement of built up infrastructure by the host Association or local trade association.
- 5.8 To decide and communicate to IDI regarding the venue for establishment of CFC alongwith the host organization/to whom CFC would be transferred after its inauguration.
- 5.9 To formulate the committee-Purchase Committee for timely grant of the desired approval on procurement & site related issues pertaining to CFC project & communicate the same to IDI.
- 5.10 To arrange meetings with all stake holders as and when required.
- 5.11 Communicate to IDI about Implementing & Monitoring Committee for each CFC.
- 5.12 Being out of scope of duties and obligations of IDI, GJEPC will handle the E-tendering related procedure, on submission of the tender by IDI to GJEPC, but the tender for the software, inputs on the processes and other modules, analysis of the tender bids and comments, vendor co-ordination will be part of scope of the IDI.