



Projects & Development India Limited

(A Govt. of India Undertaking)

Post Box No.125,A-14, Sector-1 , Noida - 201301 ,

Dist. Gautambudh Nagar , Uttar Pradesh

Phone - 0120-2529842/43/47/51/53/54

Fax - 01202529801/2541493

INVITATION TO BID

| | | |
|-------------|-----------------------------------|------------------------------|
| To : | ITB Number | 2021_MCF_611641 |
| Open Vendor | Type of Bid | Single Part |
| | Type of Opening | Public Opening |
| | Date of Issue | 28-06-2021 |
| | Bid Closing Date | 05-07-2021 Time : 3:00:00 PM |
| | Bid Opening Date | 05-07-2021 Time : 3:30:00 PM |
| | Venue of Bid Opening | PDIL, NOIDA |
| | Earnest money Deposit | NOT APPLICABLE |
| | Delivery/Completion Period | AS PER CLAUSE 8.0 OF GCC |

Projects & Development India Limited (PDIL) is a Govt. of India Undertaking under the administrative control of the Dept. of Fertilizers, Ministry of Chemicals and Fertilizers. PDIL invites bid in sealed cover addressed to Addl. General Manager (M.M), ITB reference no. and bid closing date & time duly super scribed on the cover for the supply of under mentioned item, subject to the terms and conditions and technical specification attached here in.

Bidders may also submit their bids through emails, as mentioned in Clause 2.0 of ITB.

Bidders are requested to onboard themselves on GeM portal for participating in similar tenders in future.

| SL. No. | Material | Description | Quantity | Unit |
|---------|----------|---------------------------------------|----------|------|
| 10 | | Empanelment of Market Survey Agencies | | |

For & on behalf of
Projects & Development India Limited

(P.R.Sahu)

Addl. General Manager (MM)

Enclosures:

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2. Annexure II : Instruction to Bidders
3. Annexure III : General Conditions of Contract (GCC)
4. Annexure IV : Check List
5. Annexure V : Format of details of payment
6. Annexure VI : Declaration
7. Annexure VII : Scope of Work
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**Empanelment of Agencies for conducting on demand Market Survey Jobs related to
Chemicals and Petrochemicals**

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Pre Qualification Criteria

The Agency shall ensure that it meets the following Pre-Qualification (PQ) criteria to be eligible for getting empanelled. The Agency shall submit documentary evidence to prove their eligibility. Not meeting the PQ criteria shall not entitle as a bidder for empanelment.

Pre Qualification Criteria (PQC)

The Agency must have experience of successfully completing similar work* during last 7 years from the last date of Bid submission, fulfilling the below mentioned conditions:

- ✓ At least five completed similar work* out of which any one must have work order value not less than Rs.10.0 lakh excluding taxes.

***Definition of similar work: Market survey and preparation of demand assessment report, in the field of fertilizers/ chemicals / petro chemicals, based on primary and / secondary data sourced from field data/ Literature/government / industrial statistics, journals / publications/internet.**

To meet the above criteria, Bidder shall submit documentary evidence viz. Detailed Work order & Completion certificate/any other relevant document related to completion of above market survey issued from client (reputed Indian companies preferably from PSU's).

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ANNEXURE – II

INSTRUCTION TO BIDDERS FOR EMPANELMENT (e-PUBLISH)

1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intends to participate against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their **Bid for Empanelment** along with the following documents (photocopies) in sealed envelope:

- i. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with "Deviations"/ "Exception" sheet (if any) and all Annexures duly filled in.
- iii. Copy of Check List enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- iv. Copy of PAN card.
- v. A Copy of GST registration certificate
- vi. Any other document as per the requirement specified in the ITB.

Envelope should be sealed and super scribed with respective **ITB No.** and **closing date of the bid**; and addressed to the under mentioned:

HOD (MM)

Projects & Development India Limited
PDIL Bhawan, A-14, Sector 1,
Noida – 201 301, Gautam Budh Nagar (UP)
Tel: 0120-2529842/43/47/51/91 (Extn. 344, 301), Fax: 0120 – 2529801
e-mail: prsahu@pdilin.com; anjali@pdilin.com; amitvarshney@pdilin.com;

Bidders may also submit their bids through email at above mentioned emails within the scheduled bid submission date and time. In case of Bidders submitting bid through e-mail, bids of only those bidders who are acknowledged by PDIL (through e-mail) within the scheduled bid submission date and time shall be considered.

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3.0 Empanelment Method

- 3.1 The interested agency must be a local supplier/service provider as per the definition provided in Public Procurement (Preference to Make in India) Order 2017 (Revision-2020).
- 3.2 The present Enquiry is for the empanelment of market survey agencies only. The vendors meeting Pre-Qualification Criteria (PQC) and accepting General Conditions of Contract (GCC) {as attached as Annexure-III} shall be empanelled in PDIL for the subject job. This GCC shall be applicable for all future enquires issued to empanelled agencies based on time to time requirement of PDIL.
- 3.3 Detailed "Scope of work" along with Special Condition of Contract (SCC), if any to execute the job, at the time of requirement, shall be shared only with the empanelled agencies; inviting their most competitive bid for executing the same with short notice, so as to enable PDIL in awarding the job to the Lowest (L1) bidder, as per requirement.
- 3.4 Empanelment shall remain valid up to 5 years from the date of intimation by PDIL.
- 3.5 Empanelled agencies shall promptly intimate PDIL (through email) in case of change in status of MSE or Local supplier/Service provider during the period of empanelment.

4.0 Evaluation of Bids

Empanelment shall be done on the basis of meeting Pre-Qualification Criteria (PQC) and acceptance to General Conditions of Contract (GCC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications may be sought from bidder for any shortcoming found in their Bid at this stage.

- 5.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.
- 6.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.
- 7.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.

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- 8.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid (applicable for empanelled agencies) shall liable for rejection of a Bid in totality.
- 9.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 10.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 11.0 SITE VISIT: Not Applicable
- 12.0 Bids submitted thro' FAX' will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 13.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 14.0 Bids must be submitted on or before the closing date and time through email /physically in the bid box at the office of HOD **(MM), Materials Management Department, Projects & Development India Ltd., PDIL Bhawan, A-14, Sector-1, Noida, Pin 201301, Gautam Budh Nager (UP)** or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier/e-mail delay.
- 15.0 To know more about PDIL, please visit our website <http://www.pdilin.com>

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ANNEXURE-III

General Conditions Of Contract (GCC)

1.0 Scope of Contract

'Scope of Work' (tentative) is attached as Annexure-VII to the ITB. Empanelled agencies shall be provided with specific 'Scope of work' as per requirement of PDIL.

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 Price Basis

Price basis shall be firm, duly executed at PDIL, Noida without any variation during the terms and contract except any statutory variance in taxes and duties.

4.0 Price Evaluation Criteria (Applicable for Empanelled Bidders)

Price Evaluation of Bids shall be done considering the quoted prices by the bidder in the Price Schedule / Schedule of Rates along with GST.

Incomplete Price Schedule may result into rejection of bid.

The award shall be made on overall Lowest (L1) Bid subject to provision of Purchase Preference as per Public Procurement (Preference to Make in India) Order 2017 and PPP for MSE-Order-2012 read with the respective amendment.

5.0 Validity of Bids

Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of price bids.

6.0 Taxes and duties

6.1 Goods & Service Tax (GST): GST shall be paid EXTRA as applicable as per GST law. Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) along with corresponding HSN I SAC Code and enclose a copy of GST registration certificate along with the un-priced offer.

PDIL shall avail Input Credit against payment of GST. Relevant necessary documents shall be provided by the Contractor to enable PDIL avail the above credit set off.

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Bidders have to ensure that they should file the Tax return on time to avail input Tax credit; else the same shall be deducted from EMO/Security Deposit/Running Bills.

6.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per P.O, shall be paid at actual on production of documentary evidence.

7.0 **Effective date of Contract/ P.O.:** Date of issuance of PO/Contract.

8.0 Time Schedule

The tentative time schedule for submitting the Draft Market Survey report shall be within 3 to 5 weeks and the final market survey report shall be within 1 to 2 weeks after approval of the draft Report.

However, the time schedule may be adjusted based on the nature of study and the product, as per specific requirements.

9.0 Payment Terms

After Submission of Draft Report

- 80 % of total payment including GST shall be paid, within 15 days from the date of submitting the draft report and raising the invoice duly certified by HoD (planning & MR), after necessary deduction towards security deposit as mentioned below.

Final Payment

- Final Payment of 20% of the order value shall be paid after our providing the necessary clarification by the bidder, if any and submitting the final report. The payment shall be made within fifteen (15) days of raising the final invoice duly certified by HoD (planning & MR).

All payments will be made by account payee cheque or direct transfer in bank account through RTGS against receipt of Invoices certified by the Contract Operator or his authorized representative.

9.1 It may be noted that Government of India has implemented **Trade Receivable Discounting System (TReDS)** to address challenges faced by MSMEs in delayed payments (after receipt/acceptance of Material/Services) from Government buyers leading to shortfall of Working Capital. TReDS is an online electronic institutional mechanism for facilitating the financing of trade receivables of MSMEs through multiple financiers. PDIL has already been registered on the below mentioned TReDS platform:

- M/s Receivable Exchange of India (RXIL), Mumbai

MSME vendors are requested to get themselves registered on the TReDS platform to avail the payment benefit in the event of order.

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9.2 Tax deduction at source

Income tax, as applicable as per income tax act, shall be deducted at source from the Contractor's bills and a certificate towards this deduction shall be issued to the Contractor.

10.0 Security Deposit

10.1 Security Deposit for an amount equivalent to 3% of P.O value shall be submitted within 15 days of issuance of P.O, in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover delivery period plus warranty/guarantee period, if any.

10.2 No interest shall be payable on Security Deposit.

10.3 PDIL, however, reserves the right to en-cash/ forfeit the Security Deposit, if the Supplier fails to execute the P.O and/or abide by all the terms and conditions of the P.O.

10.4 Security deposit shall be refunded after 30 days of completion of work on the certification of HOD (Planning & MR) for due fulfillment of the contractual obligations and after adjusting the expenditure incurred by the owner, if any, on account of any failure on the part of the contractor.

11.0 Price reduction clause

In the event of delay in delivery/completion beyond contractual delivery/completion period, price reduction @ 0.5% of total value of work for delay of everyday or part thereof subject to maximum 5% of total order value shall be recovered from supplier's / Contractor's bill(s).

12.0 Insurance

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by supplier at his cost.

13.0 Termination

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit.

14.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

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15.0 Arbitration

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

16.0 Jurisdiction

The Contract shall be deemed to have been entered into at Noida and all cases of action in relation to the Contract shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

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ANNEXURE –IV

Check List

(Bidder must confirm point by point and strike out whichever is not applicable)

Name of Bidder:

Offer No.:

| SL. NO. | DESCRIPTION | ITB REQUIREMENT | BIDDER'S CONFIRMATION/ ACCEPTANCE/ COMMENTS |
|--|---|-----------------|---|
| 1.0 | DOCUMENTS (DULY SIGNED BY AUTORISED SIGNATORY & STAMPED) TO BE FURNISHED | | |
| 1.1 | Relevant documents (copy duly signed and stamped) in support of Bidder's Pre-Qualification Criteria (PQC) indicated in Annexure-I of ITB. | To Furnish | |
| 1.2 | Complete ITB documents duly signed & stamped on each page as a token of acceptance of all terms and conditions of ITB. | To Furnish | |
| 2.0 | Copy of PAN Card. | To Furnish | |
| 3.0 | Format of Details for payment, all the details duly filled in (Annexure-V). | To Furnish | |
| 4.0 | Copy of GST Registration Certificate | To Furnish | |
| 5.0 | Name, Designation, Telephone Nos., Fax No. & e-mail of Contact Person for this Enquiry. | | |
| 6. | Whether the Company is registered as M S E (Micro & Small Enterprises) if 'Yes', indicate the registration No. and enclose a Copy of UAM/Udyam Registration Certificate. (YES / NO.) | | |
| 6a. | Whether the M S E Company is owned by SC / ST (YES / NO.) | | |
| 6b. | Whether the M S E Company is owned by Woman (YES / NO.) | | |
| 6c. | Declaration by bidder regarding Local Content as per given format (Annexure-VIII) | To Furnish | |
| 7. | Declaration as per given format (Annexure-VI) | | |
| 8. | Confirmation of Acceptance to all Terms and Conditions of GCC without any deviation. | | |
| 9. | HSN/SAC Code (Bidder to indicate) | | |
| It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer, the condition indicated in this summary shall prevail. | | | |

Note: Bidder must ensure that all the above information and documents (duly signed and stamped) are furnished along with the Technical Bid.

Signature of Bidder:

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ANNEXURE-V

Format of Details for payment

Bidders are required to submit the following details on the company's **letter head** for online transfer to amount to their account:

| | | | |
|-----|----|--|--|
| 1.0 | | Contractor Name / Company Name | |
| | | Address: | |
| | | Phone No. | |
| | | E-mail ID | |
| 2.0 | a. | Name of the Bank | |
| | b. | Address of the Branch | |
| | c. | Telephone No. | |
| | d. | 9 Digit Code number of the Bank and Branch appearing on the MICR Cheque issued by the Bank | |
| | e. | 11 Digit NEFT/IFSC Code of the Bank Branch | |
| | f. | Account Type (SB/CC/CA) | |
| | g. | Bank Account No.(as appearing on the Cheque) | |
| | h. | Permanent Account Number (PAN) Under Income Tax Act. | |
| | i. | GST Registration Number | |
| | j. | Name of Authorized Signatory | |
| | k. | Contact Person Name | |

We hereby declare that the particulars given above are correct and complete

Authorized signatory of the bidder
Title
Designation
Date:

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ANNEXURE-VI

DECLARATION

To,

Projects and Development India Lid.

Noida – 201301

Subject : ITB No.Dt.

Sir,

We hereby declare that M/s is neither put on Holiday nor Black-listed
by any Government / PSU / Private firm or Financial Institution .

Signature

Name:

Designation:

Seal of the Bidder

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ANNEXURE-VII

Scope of Work

1. In this connection, M/s PDIL aims to empanel agencies to conduct on demand Comprehensive Market Surveys in the field of fertilizers/ chemicals / petro chemicals like DAP, NPK, Sulphuric Acid, Methanol, Ammonium Nitrate, ABC etc. in order to establish marketability of the same.

The agency may clearly indicate exclusions if it has limitation to conduct on demand Comprehensive Market Surveys for any of the above products or any other product in the category of chemical, petrochemical and intermediate products.

The scope of the Agency given in this Section is indicative and appointed Agency has to undertake all necessary work in order to establish the marketability of the given product which will provide confidence and support for going ahead with the proposed projects.

The purpose of the proposed market survey reports shall be to provide analysis and commentary on marketability of such products, including historical data, forecasted supply-demand, trade patterns, prices trend and price forecast as well as an overview of the proposed product's competitive positioning in Indian as well as global scenario.

It is to be noted that the data/ figures to be used for drawing conclusions in the demand assessment report shall be based on secondary data sourced from government publications/ industrial statistics / Journals & Publications or Primary resources (if found necessary). However, if requirement of sourcing primary data arises, then the empanelled agency has to pre-intimate and highlight the validity/ authenticity of primary data. The agency to indicate the sources of the information with each data/ information. Primary research would include contacting experts, manufacturers and select consumers.

On the basis of data collected, the survey report shall analyse detailed market potential of the given product in India as well as export potentiality. The main focus of the survey report shall highlight present and forecasted demand of the product, price trend and forecast along with global trade potentiality of the product.

2. Tentative Content of the Market Survey Report

The contents of the comprehensive Market Studies Survey report on given product shall cover but not be limited to the following main aspects. The tentative contents for the study report shall be,

- **Product analysis:** It shall cover broadly about, Product characteristics and specification / Product applications or end uses / Handling and storage / Transportation/ Constrains or Restrictions if any etc.
- **Present Industry Status:**

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Global: Existing/New Capacities, Production and capacity utilization especially covering major producing countries, Profiles of some leading manufacturers: production, market share by country/region.

Domestic: Existing/New capacity, Production and capacity utilization for the last 10 years. , Profiles of some leading manufacturers, production for the last 10 years, market share, technology, marketing network, year of installation etc.

- **End Uses:** Identification of main end user and Segment wise percentage share in usage. Major users and their products in the organized sectors and usage norms. Growth of end user industry in last 10 years and forecast for next 15 years. Estimation of unorganized sector.
- **Supply analysis:** It shall cover present industrial set up, which shall broadly focus into, installed capacity and plant locations as well as production trends of the product in the past decade, Profile of various producers covering installed capacities and production figures of individual plants, upcoming projects/ expansions/ closures, if any, Future production estimates, etc. Import details of the product/s during the last five years at various Indian ports and exports, if any. Likely new entrants and expansion plan/in the pipeline.
- **Demand analysis:** Demand drivers, Thrust area for demand, Analysis of end user segments, Growth rate in demand in India as a whole and state wise demand. Export Potential, if any. Projected demand for next 15 years from existing end user segments, expanded capacities, new capacities, new usage. Over view of global scenario and analysis of export possibilities, if any
- **Supply-Demand gap analysis** preferably up to 15 years.
- **Price analysis:** Domestic price, CIF price trend of imported product, if any, FOB price trend of exported product, if any.
- **Price Forecast:** for next 10-15 years
- **Polices:** Government polices and regulatory issues
- **Packaging & Distribution:** Packaging (Type of packing used/containers in use, Materials and design of packaging/containers, New trends in packaging) & Distribution (Channels of distribution., Margins and credit facilities to be provided)
- SWOT Analysis for future demand estimation
- Risk factors and Mitigation
- **Strategic Recommendation:** Strategic advantage considering existing organizational and infrastructural strengths of the proposed project. Evaluate the scope to manufacture and market the study products throughout the country based on the demand supply situation. Evaluate suitable market sizes and recommend overall marketing and distribution strategies. Export strategy and target export market. Etc.

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ANNEXURE-VIII

DECLARATION BY BIDDER REGARDING LOCAL CONTENT

(To be submitted in Bidders's LETTER HEAD)

To

Projects & Development India Ltd.
PDIL Bhawan, A-14, Sector-1
Gautam Budh Nagar
NOIDA (UP)

SUB: _____

TENDER NO: _____

Dear Sir

We, M/s _____ (*Name of Bidder*) hereby
declare that we are a **Class I Local Supplier / Class II Local Supplier** as per definition
in Public Procurement (Preference To Make In India), Order 2017-Revision (2020) (issued by
Department for Promotion of Industry and Internal Trade of Ministry of Commerce and Industry)
and eligible to participate in this tender.

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal of the Bidder:

Place:

Date: