

DELHI KHADI & VILLAGE INDUSTRIES BOARD

(Govt. of NCT of Delhi)

5th& 6th Floor, Nigam Bhawan (Old Hindu College), Kashmere Gate, Delhi-06

Re: Invitation for Limited Tender to appoint one Consultant in DKVIB.

The Himachal Pradesh Khadi and Village Industries Board Act, 1966 was extended to the Union Territory of Delhi vide notification dated 28th February, 1983. The Delhi Khadi & Village Industries Board is a statutory body of Govt. of N.C.T of Delhi.

THE FUNCTIONS OF THE BOARD are as follows:

The Board shall plan, organise and implement programmes for the development of Khadi and Village Industries:

- (a) To promote, encourage and assist in the development of khadi and village industries and to carry on trade or business in the products of such industries;
- (b) To provide work to persons who have been professionally engaged in khadi and village industries;
- (c) To grant loans to individuals, societies or institutions engaged in khadi and village industries on such terms as may prescribed;
- (d) To encourage establishment of co-operative societies in khadi and village industries;
- (e) To conduct training centres with a view to impart the necessary skill and knowledge for carrying on khadi and village industries;
- (f) To manufacture tools and implements and to arrange supply of such tools and implements and raw materials in order to secure development of khadi and village industries;
- (g) To conduct publicity and propaganda and organize marketing of finished products of khadi and village industries by opening stores, shops emporia and exhibitions;
- (h) To undertake and encourage research with a view to improve the quality and marketability of khadi and the products of village industries;
- (i) To collect statistics relating to khadi and village industries from such person or persons as may be prescribed and to publish the statistics so collected;
- (j) To carry out any other matter which may prescribed.



**(RAJESH KUMAR), D.C.A
FA&CAO/HEAD OF OFFICE, DKVIB
Cell No.9718633660**

1. **Objectives:**

The primary objectives of availing the services of a Legal Consultant by the Delhi Khadi & Village Industries Board (DKVIB) are:

- (i) To frame/draft a new Delhi Khadi & Village Industries Board (DKVIB), Bill, 2025 in place of the existing Act; i.e. DKVIB Act, 1983.
- (ii) To make Rules and Regulations for the Activities of the Board in accordance with the Delhi Khadi & Village Industries Board (DKVIB), Act, 2025 by a detailed review of the similar rules and regulations and to incorporate the best practices in the said Rules.
- (iii) Drafting of Pension Rules & Revision & Amendment of the Recruitment Rules required in autonomous bodies.

2. **Contract Duration:**

(i) The contract period of the Legal Consultant shall be valid for a period of three months from the date of issue of award of contract, and the Legal Consultant must complete the assignment within the stipulated period.

(ii) However, after completion of the contract period of three months, the Board may avail the services of the selected Legal Consultant, without any further remuneration, as and when necessary, till the said Act is finally passed by the Cabinet of GNCTD for any addition, alteration, amendment or corrections in the existing draft of bill, rules & regulations drafted by the consultant.

3. **Instructions to applicants:**

3.1 The bids are to be submitted in a hard copy in Two separate sealed envelopes containing the following documents: -

(A) SEALED COVER 1 (Technical Bid) -

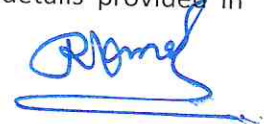
- (i) The cover must be submitted sealed and superscripted following on the top "Expression of Interest (EOI) – cum - Technical Bid"

Legal Consultancy services for drafting of Delhi Khadi & Village Industries Board (DKVIB), Bill, 2025 and Rules and Regulations thereon."

(ii) The envelope should contain the following: -

- a) Applicant's Expression of Interest as per Format-1,
- b) Name, experience and contact details, etc. of the Applicant as per Format-2 and 3,

c) Self-attested copy of the documents in support of details provided in



Format -2 and 3, such as identity, qualification, and experience, e.g. (not limited to): -

- (i) Identity Proof
 - (ii) Degree in Law (as applicable)
 - (iii) Record establishing Employment record issued by the employer (in case of regular Government. employment experience under Central Government / State Government/ Autonomous Body/ PSUs etc.
 - (iv) Supporting documents in respect of relevant experience
- d) Additional information, if any, in support of the Applicant's suitability.
- e) Declaration as per **Format 4.**

(iii) The bidder must sign each page of the document submitted at the bottom of the page

(B) SEALED COVER 2 (Financial Bid) :

- (i) The cover must be submitted sealed and superscripted following on the top

"Financial Bid:

Legal Consultancy services for drafting Delhi Khadi & Village Industries Board (DKVIB), Bill, 2025 and Rules and Regulations thereon."

- (ii) The cover should contain the following according to Format-5: -
- a) Consolidated service charges/drafting fees for the consultancy, including all provisions of tax/s and other costs as applicable in the opinion of the bidder,
 - b) Rates must be written in figures as well as in words,
 - c) There should not be any cutting/ erasing or overwriting,

- 3.2 Proposed estimated fee/cost shall be **Rs.4 Lakhs** for this assigned legal consultancy.
- 3.3 The payment schedule shall be finalised with the successful bidder through Work Order.
- 3.4 The work order shall be issued on submission of an undertaking as per Annexure I.
- 3.5 Both the above two envelopes containing technical and price bids for this tender are to be submitted in a separate bigger sealed envelope and superscribed 'EOI-cum-Proposal for Drafting Delhi Khadi & Village Industries Board (DKVIB), Bill, 2025 and Rules and Regulations thereon. The Bids in its complete form in all respects as specified in the EOI cum RFP should reach the Managing Director, DKVIB, Nigam Bhavan, 5th Floor, Delhi .

- 3.6 Queries, if any, may be referred to md-dkvib@nic.in by email.



3.7 Due date and Time for bid submission: November 17, 2025, at 11:AM, at the office of DKVIB office, Kashmere Gate, Delhi-110006.

Date for submission of bids both by e-mail or hard copy upto 11.00 AM on 17/11/2025.

3.8 Bid opening: Technical bid will be opened on Nov.17,2025, at 12:00 noon (IST) at DKVIB in presence of the bidders' representatives, if any. The sealed covers containing bids not superscripted as above are liable to be ignored. The bidders are welcome to attend the opening of bids if they so desire. Scrutiny of documents and evaluation of offers will be carried out subsequently.

3.9 Failure to furnish complete information as mentioned in the EOI cum RFP document and lack of supporting documents or submission of a proposal not substantially responsive in every respect shall not be accepted for evaluation.

3.10 Financial bid of technically qualified bidders shall be opened at 2:00 PM on November 19, 2025, at DKVIB office in presence of technically qualified bidders

4 **Pre-Qualification Criteria:** Applicants should possess the following pre-qualification and experience criteria: -

4.1 Education Qualification: - The applicant must possess a valid degree in Law from University / Institute recognized by University Grants Commission. The education qualification prescribed shall be relaxed for the applicant having relevant regular work experience in the level of Director/Joint Secretary or equivalent or above in Central Government / State Government / Autonomous Body / PSU, etc.

4.1 Experience: - Minimum of 15 years' of experience in drafting Bills, Rules and Regulations, Bye-laws, Schemes, Notifications, Orders, Amending Bills, Constitution Amendment Bills, and Recruitment Rules, for the Central Government or State Government & GNCTD.

5 **Evaluation Criteria and Method of evaluation:**

5.1 Screening of EOI-cum-Bid shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

5.2 Technical Bids will be evaluated, and applicants who qualify as per the eligibility conditions shall be required to make a Power Point presentation at short notice about the legislation process, i.e., drafting of Act, Bills, Rules, etc., and its processing in Parliament and the Government on-the-job work experience before the selection committee. Performance in the presentation shall also be evaluated.



- 5.3 The Consultancy Evaluation Committee shall do a merit-based Shortlisting of applicants based on the technical bid and performance in the presentation. The decision of the said Evaluation Committee shall be final.
- 5.4 The price bid of only applicants shortlisted in the manner given in para 5.3 above shall be opened. Subsequently, the assignment shall be awarded on a Quality and Cost Selection (QCBS) basis. Those successful technical bidders shall be opened for financial bid only. L-1 bidder shall be awarded the contract.
- 5.5 Preference will be given to those having adequate experience in legislative drafting of Bills, Rules, Regulations, etc. for various Ministries/Departments/PSUs/Autonomous Bodies of the Government of India/State Government.
6. Verification of Original Documents: The Competent Authority may, at their discretion, ask the applicant to submit for verification the originals of all such documents whose scanned copies were submitted along with the Proposal / Bid. If the applicant fails to provide such originals or in case of substantive discrepancies in such documents, it shall be construed as a violation of the Code of Integrity, and such proposal cum bid shall be liable to be rejected.
7. Remuneration: Remuneration is consolidated. Apart from consolidated remuneration, no perquisites such as HRA, TA/DA, residential accommodation, etc. will be provided. The consolidated remuneration shall be released upon satisfactory completion of the work/task and its acceptance by the Competent Authority at DKVIB/GNCTD.
8. Tax Deduction at Source: The Income tax or any other tax, liable to be deducted as per the prevailing rules, will be deducted at source before effecting the payment for which the office shall issue the TDS certificate.
9. Confidentiality of Data and Documents: The Intellectual Property Rights (IPR) of the data collected and the deliverable produced for the office shall remain with this office of the DKVIB/GNCTD. No one shall utilize, publish, disclose, or part with, to a third party, any part of the data, statistics, proceedings, or information collected for this assignment or during the course of the assignment for the office without the express written consent of the office. The Legal consultant shall be bound to hand over the entire set of Assignment records to the office before the contract expires and before the office releases the final payment.
- The condition under which EOI cum RFP is issued: The EOI is not an offer and is issued with no commitment. DKVIB/GNCTD reserves the right to withdraw EOI and/or any part thereof at any stage. DKVIB/GNCTD further reserves the right to disqualify any applicant, should it be so necessary at any stage.



Technical Bid Format-1

APPLICANT'S EXPRESSION OF INTEREST

To,
The Managing Director,
DKVIB

Sub: Submission of Expression of Interest (EOI) to provide professional services on legal drafting of the Delhi Khadi & Village Industries Board (DKVIB), Bill, 2025 and Rules and Regulations thereon.

Dear Sir,

In response to the Invitation for Expression of Interest (EOI) published on the website of DKVIB, I would like to express interest in carrying out the above-proposed task. As required, I have sent the advanced copy of the Expression of Interest through email md-dkvib@nic.in in the prescribed format containing the following documents:

- (i) Name, experience, and contact details of the Applicant as per Format-2.
- (ii) Additional information, if any, in support of the Applicant's suitability.

Yours faithfully,

Signature of the applicant
(Full name of applicant)

Cell No. : _____

Email : _____

Date:



**Part of Technical Bid
Format-2**

Sr. No		
1.	Name of the Applicant	
2.	Address with telephone number	
	Mobile/ Tel no.	
	Email Id	
3.	Nationality	
4.	Aadhaar Card Number	
5.	Educational Qualification (relevant to the pre-qualification criteria)	
6.	Whether registered as an advocate (if yes, provide details)	
6.	Employment Details (relevant to the pre-qualification criteria)	

Sr. No	
7.	Experience in drafting Bills, Rules, Regulations, Bye-laws, Schemes, Notifications, Orders, Amending Bills, Constitutional Amendment Bills, etc. of the Ministries/ Departments of Central Government. /State Government (Please enclose supporting documents)
8.	Any other relevant information To be provided in Format 3

Part of TECHNICAL BID
FORMAT 3

<u>Any other relevant information</u>		
List of documents related to the claims		
Sl.	Description	No. of pages
1	Certificate of Enrolment as an Advocate from any Bar Council in India	
2	Appointment Orders and Order of Superannuation of the Central Government/ State Government/ Autonomous Body/ PSU etc.	
3	Office Orders regarding Consultancy	
4	Biodata in brief	
5	Any other document	

Part of TECHNICAL BID
FORMAT 4

DECLARATION & UNDERTAKING

I hereby confirm that I am interested in competing for the Consultancy Services to undertake the task related to drafting Delhi Khadi & Village Industries Board (DKVIB), Bill, 2025 and Rules and Regulations thereon and also declare that, if awarded, I will complete the task within the time stipulated of 03 months or earlier.

2. I also undertake that after completion of the contract period of three months, I shall extend my services as Legal Consultant, without any further remuneration, as and when necessary, till the said Bill is finally passed by the Cabinet of GNCTD and made an Act.

3. I hereby also declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature as a Legal Consultant is liable to be rejected at any stage during or after the selection process.

Place..... Signature of the applicant.....

Date..... Name.....

APPLICANT'S PRICE BID

The Managing Director,
DKVIB

Sub: Submission of Price Bid to provide professional services on legal drafting of Delhi Khadi & Village Industries Board (DKVIB), Bill, 2025 and Rules and Regulations thereon.

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) and RFP published on your website on the above subject, I would like to express interest in carrying out the above-proposed task. As required, I am offering/quoting the service charges for legal consultancy on the subject mentioned above as follows:

- a) Consolidated service charges/drafting fee for the Legal Consultancy including all provisions of tax/es and other costs as applicable, ₹....., In words, Rupees only.

Yours faithfully,

Signature of the applicant

(Full name of applicant)

Date:

UNDERTAKING

01) I Sh./Smt. _____ S/o Sh. _____ (Age DOB _____)
Resident of _____
hereby undertake to complete the assigned job as per work order dated _____.

02) Details of Bank Account is as follows :

i) Name of the Account Holder _____

ii) Name of the Bank & Branch _____

iii) Account No. _____

iv) IFSC Code _____

03) If I fail to complete the assigned job as per the terms of the work order and stipulated time period, I shall forfeit my claim & return the amount to DKVIB with interest.

Witnesses :

1. _____

Signature _____

2. _____

Name _____

To

Shri Rajesh Kumar, D.C.A

FA&CAO/HEAD OF OFFICE, DKVIB

Cell No.9718633660