



# Terms of Reference

For

**Engagement of a Textile Design Consultant For**

**Sambalpuri Bastralaya Handloom Co-operative Society Ltd.**



ToR Number: 2020

Date:17.08.2020

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## 1. Important Information for Applicants

### 1.1 Fact Sheet

Sl. No	Information	Details
1	TOR Number and Date	2020 dt.017.08.2020
2	TOR Issued by	Sambalpuri Bastralaya Handloom Co-operative Society Ltd.
3	Mode of Submission of Application	Speed Post/ Courier
4	Address for Application Submission	Sambalpuri Bastralaya HLCS Ltd, AT/PO/Dist-Bargarh-768028, Odisha.
5	Query Submission (if any)	Secretary, Sambalpuri Bastralaya HLCS Ltd., Bargarh
6	Discussion and Respond to Queries	Managing Director, Sambalpuri Bastralaya HLCS Ltd., Bargarh, Odisha
7	Last date and time for Submission of Application	16.09.2020
8	Date of Portfolio Presentation and Interview	23.09.2020
9	Contact Details	Email id: sambalpuribastralayabgh@gmail.com Phone No: 7894777444

For any clarification please contact the issuing authority mentioned above.

### 1.2 Availability of Terms of Reference (TOR) Document

- The TOR document containing Scope of Work for Design Consultant, Qualification, the terms and conditions etc. shall be downloaded from the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. website: [www.sambalpuribastralaya.com](http://www.sambalpuribastralaya.com) / [sadhachodisha.org](http://sadhachodisha.org) (<https://handloom.odisha.gov.in>)
- Please note that the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. shall not accept any liability for non-receipt of application on time.

### 1.3 Language

The application document shall be filled by the candidates in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the candidates. For purposes of interpretation of the applications, the English translation shall govern.

### 1.4 Late Receipt of Application

The applications submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter. Applications shall reach the office of the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. in speed post/courier.

The Sambalpuri Bastralaya Handloom Co-operative Society Ltd. shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

The Sambalpuri Bastralaya Handloom Co-operative Society Ltd. reserves the right to modify and amend any of the above schedule depending upon project priorities vis-à-vis urgent commitments.

## 2. Purpose of the Terms of Reference (ToR)

Odisha is famous for its handloom fabrics production which is an integral part of tradition and culture of the state of Odisha. A project “Design Reference Collection for Odisha Handlooms-Part II” has been initiated and to be executed through the Implementing Agency, Sambalpuri Bastralaya Handloom Co-operative Society Ltd to strengthen the handloom sector by implementing new designs in their handloom collection like Sarees, Dupattas and fabrics that can be stitched into garments for both men and women. An updated design intervention will help provide boost to domestic markets and bring about awareness of the intricate skills available with weavers of Odisha resulting in growth in employment.

To implement the above objective it is proposed to engage a Textile Design Consultant having international reputation and experience in similar projects with Government in handloom sector.

This Terms of Reference has, therefore, been prepared to seek the services of a desirable candidate from the larger market pool so as to secure the most suitable professional for this highly challenging job.

## 3. Scope of Work of the Design Consultant

The Design consultant is expected to perform the following activities.

- Chalk out a design development reference programme for production of mostly IKAT designed fabrics using following categories of yarn:
  - i. Cotton - Medium and Fine count
  - ii. Silk - Mulberry,
  - iii. Tussar (fine & coarse) and Eri (fine & coarse)
- Guide the field level Designers in implementing the production process and coordinate the work of Designers.
- Production of minimum of 70 new designed fabrics for Design Reference Collection under 2 colour ways. List of targeted products are as follows:
  - i. Unstitched apparel range including sarees, dupattas & fabrics that can be stitched into garments
  - ii. Fabrics for ladies and men's wear
  - iii. Fabrics for the home

The above plan shall be executed in accordance with yarn availability and loom widths. Natural dyes will also be experimented with. Other technical innovations may be added to the above list during the implementation wherever possible and necessary.

- The Designer Consultant shall visit the clusters to coordinate the progress of productions of their supplied designs and submit visit report to the Implementing Agency, Sambalpuri Bastralaya Handloom Co-operative Society Ltd. and Directorate of Textiles within seven days of each such visit.

## 4. Engagement of Design Consultant

A candidate having international reputation and experience in implementing similar projects in handloom sector in past with Government will be engaged as Textile Designer consultant. The Design consultant will be selected through a Selection Committee with the Director of Textiles & Handloom as Chairman and Deputy Director, Weavers Service Centre (WSC) and Director, National Institute of Fashion Technology (NIFT) as Member. The

Managing Director of the Implementing Organization will be the Member-Convenor of the Selection Committee. Preference will be given to the Designers having expertise/performance in Odisha handloom & textiles.

## 5. Age, Qualification and Work Experience

### Age

- Within 45-60 years as on 01.04.2020.

### Educational Qualification:

- **Minimum:** Bachelor degree in Fashion Design from a National or an International Institute of repute.
- **Preferred Industry:** Handloom industry currently working as a designer with proven track record and exposure to IKAT designed fabrics using Cotton, Silk, Tussar and Eri.
- **Years of Experience:** 20 Years, with at least 15 years' experience as designer

### International Exposure:

- 15 years of experience in Textile Design with international exposure of minimum 10 years.

### Work Experience:

- Worked as a visionary with complete charge of designing aspect. Developed concepts and theme for collections with complete focus on being market leaders in design category.
- Analyzed the market and monitored current fashion trends, collections, customer preferences and competitor activities at local and global level.
- Lead the design team for designs development.
- Lead and provided overall creative direction to the brand by conceptualizing and developing range for different seasons.
- Managed and supervised activities of the team ensuring that the brand philosophy is reflected in the final product.
- Monitored and ensured precise designs were offered in order to maintain high design success rate and achieve targets.
- Must have worked in variety of fabric, shapes and colors.
- Experience in planning and organizing exhibitions, fairs and shows on behalf of the organisation.
- Fully conversant with AutoCAD, Photoshop and other computer graphic software.

### Behavioural Competencies:

- Communication and Leadership skills
- Team management
- Working under pressure and within tight deadlines.
- Monitoring skills
- Flexibility and Adaptability

### Language Requirements:

- Good command in reading, writing and speaking in English, Odia and preferably in Hindi languages

## 6. Period of Engagement

The Design Consultant shall be engaged for a period of 24 months. Within this period, he/she has to comply all the deliverables.

## 7. Remuneration

The fees towards engagement of the design consultant shall be Rs. 50,00,000 (Fifty Lakh Rupees) inclusive of all charges (Salary of the designer, Taxes as applicable, Travel and Accommodation Cost to Cluster etc).

## 8. Deliverables and Payment Milestone

Following are the deliverables and payment milestones. The start date of this assignment shall be the date of signing of agreement. Payment shall be made subject to the acceptance of deliverables by the monitoring committee through Sambalpuri Bastralaya Handloom Co-operative Society Ltd.

Sl. No.	Timeframe	Deliverables	Fees Payable
1	Signing of MoU	-	05.00 Lakh
2	1st Quarter	- Field Visits (as per requirement) - Completion of Baseline Survey - Preparation of Project Report	10.00 Lakh
3	2nd Quarter	- Field visits (as per requirement) and Submission of Report - Implementation of 10 Designs - Submission of document the designs and products developed	-
4	3rd Quarter	- Field visits (as per requirement) and Submission of Report - Implementation of 10 Designs - Submission of document the designs and products developed	10 Lakh
5	4th Quarter	- Field visits (as per requirement) and Submission of Report - Implementation of 15 Designs - Submission of document the designs and products developed	-
6	5th Quarter	- Field visits (as per requirement) and Submission of Report - Implementation of 10 Designs - Submission of document the designs and products developed	10 Lakh
7	6th Quarter	- Field visits (as per requirement) and Submission of Report - Implementation of 15 Designs - Submission of document the designs and products developed	-
8	7th Quarter	- Field visits and Submission of Report - Implementation of 10 Designs - Submission of document the designs and products developed	10 Lakh
9	8th Quarter	- Submission of Project Completion Report	05 Lakh

## 9. Selection Criteria

- The designer shall be selected by a Selection Committee.
- Selection will be made on the assessment of the profile of the designer.
- Qualifications and the relevant experience for handling similar projects.
- The committee reserves the right to recommend amendments in the proposed project. The selection in that case will be subject to incorporation of those amendments.
- Decision of the committee shall be final and binding on all the applicants

## 10. Marking Criteria

First, the documents submitted by the candidates shall be verified. The shortlisted candidates shall be called for next round for selection process.

Sl. No	Marking Criteria	Max Marks
1	Qualification	10
2	Years of Experience (International)	20

Sl. No	Marking Criteria	Max Marks
3	Relevant Working Experience in Handloom Sector	10
4	Portfolio presentation by the candidates	20
5	Interview	30
6	Any award National and International Received	10

## 11. Terms of Engagement

### 10.1 Response to this ToR

Interested candidates should respond to this ToR, by submitting the signed and sealed **Form I** along with duly filled signed and sealed **Annexure I** through **SPEED POST/ COURIER** on or before 16/09/2020. The responses can be posted to Sambalpuri Bastralaya HLCS Ltd, Bargarh, Odisha. Completed responses as required in this TOR, received within the above date in the above address, shall only be considered for evaluation.

Form I is the covering letter to be signed by the candidate.

The Annexure I consists the resume of the candidate which is to be signed by the candidate.

### 10.2 Contract of Engagement and Signing of MoU

An engagement of contract and MoU shall be signed with the selected candidate for the position of Design Consultant.

### 10.3 Working Conditions

- a) **Office space and equipment:** An independent room will be provided in the Headquarter of Sambalpuri Bastralaya Handloom Co-operative Society Ltd. at Bargarh for undertaking all activities related to the implementation of the project. A computer with color printer and other amenities will also be provided.
- b) **Travel to work:** The selected candidate has to make his/ her own arrangements for commuting to and from work.
- c) **Standard of Performance:** The selected candidate shall perform the services and carry out his duties with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices. The selected candidate standards of performance and conduct shall be guided by the Sambalpuri Bastralaya Handloom Co-operative Society Ltd., requirements, defined performance standards and code of conduct.
- d) **Line of Authority:** The selected candidate will report to the CEO of the Sambalpuri Bastralaya Handloom Co-operative Society Ltd., who will set the work priorities, the expected outcomes and the timelines.
- e) **Misconduct:** If the selected candidate has committed serious misconduct or has been charged with having committed a criminal action, or has reasonable cause to be dissatisfied with the performance of the selected candidate, then the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. will have the right to take appropriate action and can lead to termination of the contract. The candidate is liable to pay whatever the amount paid by the Sambalpuri Bastralaya Handloom Co-operative Society Ltd..
- f) **Status Reporting:** The selected candidate shall be directed to give a periodic status report by the Sambalpuri Bastralaya Handloom Co-operative Society Ltd..

- g) **Acceptance of Deliverables:** The selected candidate shall ensure that all the deliverables produced are as per deliverable timelines and in conformity to the stated/ implied scope of work/ the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. requirements. All the deliverables shall be vetted by the competent authority at the Sambalpuri Bastralaya Handloom Co-operative Society Ltd.. In case any shortcoming is found in any of the deliverables, the same shall be rectified/ redone by the selected candidate without charging any additional fee.
- h) **Confidentiality and Conflict of Interest:** The selected candidate while working at the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. shall hold the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. interest's paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments of similar nature with any other Textile industry or his own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the selected candidate shall promptly disclose the same to the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. and seek their instructions.
- i) **Other terms:**
- a. The selected candidate will also abide by all guidelines/rules/regulations/instructions necessary/as applicable by the Sambalpuri Bastralaya Handloom Co-operative Society Ltd.
  - b. The selected candidate should be available on email/phone for any adhoc support and contact.
  - c. The selected candidate has to sign a MoU with the Implementing Organisation before joining in his assignment.
  - d. The documents, design, artefacts etc. (Intellectual Property Rights) generated from this work will be the sole property of the Sambalpuri Bastralaya Handloom Co-operative Society Ltd., and shall not be disclosed to any other without prior approval of the Sambalpuri Bastralaya Handloom Co-operative Society Ltd.
  - e. Sambalpuri Bastralaya Handloom Co-operative Society Ltd. reserves the right to cancel the ToR at any point of time.

#### 11.4 Court Jurisdiction

This shall be subject to the exclusive jurisdiction of local courts.



*(To be submitted on the interested candidates)*

**FORM I**

Date:

**To**  
**Managing Director**  
**Sambalpuri Bastralaya Handloom Co-operative Society Ltd.,**  
**AT/PO/DIST. – BARGARH, HT&H DEPT.,**  
**Government of Odisha,**  
**PIN- 768028**

Sir,

Sub: Submission of response to the ToR for engagement of Textile Design Consultant at the Sambalpuri Bastralaya Handloom Co-operative Society Ltd. – reg.

Having examined the Terms of Reference (ToR), I undersigned, express my willingness, and hereby offer to provide the required services at the at the Sambalpuri Bastralaya Handloom Co-operative Society Ltd.. I state that I shall abide by the provisions of the ToR.

Signature:

Name:

*(To be submitted on the interested candidates)*

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Annexure I

**Sambalpuri Bastralaya Handloom Co-operative Society Ltd.**

AT/PO/DIST. – BARGARH, HT&T DEPT., Govt of Odisha 768028

E-mail: [sambalpuribastralayabgh@gmail.com](mailto:sambalpuribastralayabgh@gmail.com) Web: [www.sambalpuribastralaya.com](http://www.sambalpuribastralaya.com)

APPLICATION FOR \_\_\_\_\_

**1. Name (in CAPITAL letters)**

\_\_\_\_\_

(FULL NAME)

Affix your recent  
passport size colour  
photograph

**2. Name of Father/Guardian/Husband:** \_\_\_\_\_

**3. Date of Birth:** DD ----- MM ----- YY ----- Age: -----  
(Proof to be enclosed)

**4. Nationality:**

**5. Gender (Male / Female):**

**6. Marital Status:**

**7. Address:**

Communication Address:	Permanent Address:
Email:	Email:
Telephone:	Telephone:
Mobile:	Mobile:

**8. Academic Qualifications:**

SI No	Name of Degree / Diploma / Certificate	School / College / Board / University	Year of Passing	Marks/Grade & Class obtained

*\*Candidates are requested to add additional row if required.*

*\* Photocopies of the academic certificates to be attached.*

**9. Employment details:**

SI No	Organization & Location	Designation & Job responsibilities	Date of Joining	Date of Leaving

*\*Candidates are requested to add additional row if required.*

*\* Photocopies of the experience certificates to be attached.*

**Total Experience in Textile Industry:** \_\_\_\_\_ Years \_\_\_\_\_ Months

**10. Project details:**

Sl No	Organization Name	Project Name and Description	Start Date	End Date	Category (National/ International Exposure)

*\*Candidates are requested to add additional row if required*

**Total Experience as Textile Designer: \_\_\_\_\_ Years \_\_\_\_\_ Months**

**Total International Experience in Textile Design: \_\_\_\_\_ Years \_\_\_\_\_ Months**

**Note: Design aspect of each project shall be included in the textile design portfolio (in section 12)**

**11. Write-up (Maximum 300 words) in support of your candidature**

**12. Textile Design Portfolio:**

Candidates are required to submit their softcopy of portfolio in textile designing in a non-rewritable CD.

**13. National and International Award Received:**

Sl. No.	Award Detail	Organization Name	Category (National/International)

\* Photocopies of the award to be attached.

**14. Referees:**

Provide a list of two referees with following details]

- (a) <Name, Designation, Organisation, E-mail id, Mobile No.>
- (b) <Name, Designation, Organisation, E-mail id, Mobile No.>

**DECLARATION**

I hereby declare that the particulars furnished above by me are true and complete to the best of my knowledge and belief. I understand that if any particulars found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason.

**Signature:**

**Name:**

**Date**

\*\*\*\*\* End of Document\*\*\*\*\*