



**INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)**

**Expression of Interest is invited from established agencies having experience in
executing National Surveys**

The Institute is currently working on a project for ECGC, titled 'A Comparative Analysis of Export Credit Insurance to Exporters and Banks by ECGC: Implication on Export Performance of India'.

IIFT invites written Expression of Interest for conducting the primary survey majorly in ten clusters (Mumbai/Pune/Maharashtra, Chennai, Kerala, Delhi/NCR, Kerala, Hyderabad, Bangalore, Kolkata, Ahmadabad/Gujarat, Chandigarh/Punjab etc.), covering exporting firms under major industries supported, namely, engineering goods sector; cotton, textile and ready-made garments; chemical and pharmaceutical; agriculture and plantation; leather and leather products; gems and jewellery; tea and coffee; spices, etc.. IIFT will provide the list of exporters/exporting firms which need to be surveyed from the target population of firms. The firms selected should be distributed equally between ECGC policy holders and non-holders. Along with the survey of exporters, a survey of major banks who are availing the services of ECGC also needs to be done.

There is short time window for collection of data by way of field survey in a time-bound manner. The organizations are expected to deploy their skilled manpower locally with domain insight to conduct surveys and interviews in different regions of the country. They will provide valid, reliable and accurate information to IIFT in an agreed time period and format.

Eligibility criteria are in Schedule-I. Duties/Responsibilities/Deliverables are in schedule II. Responses are to be submitted in the format as per Schedule III. Organisations will indicate their interest pan-India basis and / or region-wise. Organizations will be evaluated based on their expertise and commercial bids. IIFT will make attempts to develop a list of companies and share with the survey agency. It will also jointly develop the questionnaire for exporters and banks along with the agency.

The EOI should reach to ECGC Chair office, Room No. 710, 7th Floor, Block-I, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi – 110016 within 14 days from the date of publishing this invitation i.e., on or before 15.04.2021 by 04:00PM. The EOI must be submitted both in hard as well as soft copy (vpojha@iift.edu). In case of any technical clarification, please write to jaydeep@iift.edu

ECGC Chair Professor, IIFT



Schedule I

Eligibility:

- Have conducted surveys of firms focusing on issues such as exports, finance, credit insurance etc. It should have conducted at least one such survey in last five years.
- Should have proven record of data collection, collation and compilation and performance with at least three surveys in last five years.
- Should have at least 3 years of registered establishment as a research organization / survey services provider organization. Documents in support of this clause should be provided.
- They should have established office and own field staff in the specific region/s where they are expressing interest.
- Have established processes and proven track record to comply with prescribed methodologies. Documents showing successful completion of work with client details and contact number should be furnished.

Schedule II

Duties/ Responsibilities/ Deliverables:

1. Complete survey, data entry and report writing should be completed within **60 days** of receipt of work order. A pilot survey is to be executed within 10 days of the above order.
2. Deploy requisite number of manpower for survey equipped with survey skills, understanding of firm's economic behavior, finance and knowledge of English language.
3. Coordinate with relevant firms and associations of traders and manufacturers.
4. Ensure reliability and accuracy in the information gathering process with some substantiating documents like business cards etc.
5. Provide IIFT complete weekly plan of the entire survey within 10 days of signing of the Agreement. Prior intimation (At least 7 days before the visit) to the contact person at IIFT about the complete program of the survey teams at notified places (Place and dates of interviews, FGD etc.) along with the full details of the personnel visiting. Indicate Start Date, In- Process Dates and End Date for Each Cluster.
6. Apprise IIFT contact person of the progress on weekly basis and changes in the entire survey if any.
7. IIFT faculty members will occasionally visit the survey venue and crosscheck the authenticity of the surveys.
8. Will be required to give an interim presentation of work done after 25 days for IIFT review.
9. Data entry of the collected data (in the templates provided) and soft copy of the comprehensive report to reach IIFT within 10 days after the completion of the survey. Hard copies of the filled questionnaire and complete Report should be sent through credible courier services which should reach IIFT within 15 days after completion of the survey.
10. Organization awarded survey is fully responsible for any kind of human risk as a result of survey carried out for IIFT.
11. Delay in submission will attract 0.5 percent penalty per week or part thereof subject to maximum of 10% percent, towards Liquidated Damages.



12. Delay beyond reasonable time may lead to cancellation of order at the discretion of Director IIFT.
13. Any dispute should be amicably settled, the decision of Director, IIFT, will be binding on both the parties.
14. The jurisdiction for any settlement of disputes will be limited to state of Delhi.
15. The successful agency should give declaration mentioning that no part of the survey information will be forwarded to any other party other than IIFT.
16. **The estimated cost of the work is Rs. 07.00/-Lakh.**
17. Payment Terms:
 1. 25% percent payment will be released once the contract is signed
 2. Rest 75% will be released after getting and acceptance of the survey data and report.
 3. The successful agency should provide PAN, TIN, GSTN, and other relevant details.



Schedule III

Name of the Organization_____

Address & Contact Details_____

Type of Organisation (Ltd./Partnership/ etc.)_____

Number of Permanent Manpower_____

Since when in operation_____

Average Audited (Last three years)_____

Experience of conducting Export Import and Insurance related Surveys (Last three Years)

Project Details (Including places/locations of Projects.)	Organization	Duration(Months)	Value
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(Please attach documentary proof of the above work)

Expected Rate per Questionnaire (INR) :

(This is an all India survey and companies should be selected with even geographical distribution)

Time to Start survey from date of award:

Authorized. Signatory

Name & Designation

(on letter head of the organisation)



Brief Detail of the Study

Objective of the Survey

The project aims at understanding the impact of ECGC's credit insurance/guarantee schemes provided to exporters and banks on the export performance of India. This requires specific information about the various ECGC policies undertaken by the firms and banks and the main challenges faced in obtaining these claims. Based on the research findings, Export Credit Guarantee Corporation of India Limited (ECGC) would be preparing an action plan for benefit of Indian companies.

Selected Clusters & Sectors

The primary survey will be conducted majorly in ten clusters (**Mumbai/Pune/Maharashtra, Chennai, Kerala, Delhi/NCR, Rajasthan, Hyderabad, Bangalore, Kolkata, Ahmadabad/Gujarat, Chandigarh/Punjab, etc**), covering exporting firms under major industries supported like engineering goods sector; cotton, textile and ready-made garments; chemical and pharmaceutical; agriculture and plantation; leather and leather products, gems and jewellery; tea and coffee; spices, etc. Along with the survey of exporters, a survey of major banks who are availing the services of ECGC will also be done.

Expected Information

The survey for the exporting firms would cover nine broad categories: (a) **General Information about the Company** b) **Importance of Export Credit in improving Export performance**, (c) **Risks faced and Credit Risk Management practices**, (d) **Reasons for not obtaining export credit insurance policies** e) **Specific information about ECGC policies**, f) **Awareness/Availability of ECGC policies** (g) **Issues and Challenges faced in obtaining ECGC policies**, h) **Information on policies, claims & export performance of firms** i) **Suggestions for improvement in ECGC's policies and expansion in risk covers provided by ECGC, if any**. For the banks taking services from the ECGC, a questionnaire on the same lines would be prepared.

Expected Sample Size

The IIFT will provide the list of firms in future. Selected survey organisation may also add companies in the list. We require as much coverage as possible of all those firms undertaking



ECGC policies as well as a good sample of firms not undertaking ECGC (policy non-holders) policies for further comparison in their export performances. The survey will be conducted nationwide in the states/clusters as mentioned above. Approximately **250 firms covering all mentioned sectors** would be surveyed from the target population of firms. {The firms selected should be distributed equally between ECGC policy holders and non-holders.}

Approximately 25 banks which have availed the services of ECGC will be surveyed.