

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

**Expression of Interest is invited from established agencies having experience in
executing National Industrial surveys with special focus on SSI Sector**

The Institute is currently working on a project for ECGC, titled ECGC Insurance covers and the Indian SSI Sector: *A study of women-oriented units*.

IIFT invites written Expression of Interest for conducting a primary survey majorly in women-oriented SSI clusters across India, in regions such as Delhi, Punjab/Chandigarh, Bihar, West Bengal/Kolkata, Assam, Gujarat, Maharashtra, Rajasthan, Karnataka, Andhra Pradesh, Tamil Nadu and Madhya Pradesh, Uttar Pradesh. The following sectors will be focused on: Food processing and food products, textile and clothing (handloom & heirloom). IIFT will provide an initial list of firms for the selected sectors, which need to be surveyed from the target population of firms. The organizations will be also be expected to further identify the women-oriented firms in the above two sectors, in the mentioned regions. {Roughly 250-300 firms should be identified-The firms selected should be distributed equally between ECGC policy holders and non- holders}.

There is a 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 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 along with the agency.

The EOI should reach the ECGC Chair office, Room No. 710, 7th Floor, Block-I, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi – 110016 within ten days from the date of publishing this invitation i.e., on or before 04th Jun , 2021. The EOI must be submitted both in hard as well as soft copy (vpjha@iift.edu). In case of any technical clarification, please write to ginni@iift.edu.

ECGC Chair Professor, IIFT



Schedule I

Eligibility:

- Have conducted surveys of firms focusing on issues such as exports, women-specific surveys, and innovation efforts, 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, technology integration issues 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. 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 technology related Surveys (Last three Years)

Project Details (Including places/locations of Projs.)	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 to analyse the firm and export performance of small-scale women-oriented firms covered under ECGC in the mentioned sectors (as below) and to estimate the difference in performance of woman SSI units covered under ECGC vis-a-vis those not covered. It also seeks to understand various challenges faced by these firms: export challenges and risks as well as other challenges. For women workers and women-dominated firms especially, bottlenecks such as safety of the industrial areas, ease of commuting, financial inclusion of the firm are much more significant than for male workers. Exports from such firms are a function of these various enabling factors as well and hence it is essential that the survey clearly brings out the challenges faced by such women workers as well as facilities provided to them, which incentivise them to work. Finally, why certain women-dominated firms did not opt for the ECGC coverage will be looked at and accordingly recommendations will be provided to the Export Credit Guarantee Corporation of India Limited (ECGC), based on which they would be preparing an action plan to increase the uptake of the policy among such firms.

Selected Clusters & Sectors

The primary survey will be conducted majorly in **women-oriented SSI clusters (Delhi, Punjab/Chandigarh, Bihar, West Bengal/Kolkata, Assam, Gujarat, Maharashtra, Rajasthan, Karnataka, Andhra Pradesh, Tamil Nadu and Madhya Pradesh, Uttar Pradesh)**, focussing on the following sectors, namely: **Food processing and food products, textile and clothing (handloom & heirloom).**

Expected Information

The survey would cover the following broad categories: **(a) General Information about the firm, (b) nature of work and working conditions of these women-oriented firms, (c) degree of financial inclusion of such firms (d) export and other challenges faced by such firms, (e) to elicit(if any) differences in b, c and d, b/w male and female dominated firms (f) Importance of Export Credit and Export performance, (g) Credit Risk management practice, (h) Reasons for not obtaining export credit insurance policies, (i) Awareness/Availability of ECGC policies, (j) Benefits of taking up ECGC coverage (if**



any), (k) Information of policies, claims & export performance of firms, (k) Challenges faced in obtaining ECGC policies and possible improvements

General information of firm will include the size of the firm, age, ownership type, organization type, exports, sales and other financials. The next section will primarily concentrate on the firm's export and other challenges, followed by factors determining the usage of ECGC policies. We need information on the importance attached to credit policies in increasing the export performance of such women dominated firms, along with any changes in export basket and geographical spread of these firms (say, increased propensity and appetite to diversify to riskier markets, maybe). Finally, information on issues and challenges faced by firms in obtaining the ECGC policies and their feedback for improvement in these policies, sums up the survey.

It is important to note that a complete recording of the primary survey will be required.

Expected Sample Size

The IIFT will provide the list of firms for all the selected sectors in future. Selected survey organisation may also add companies in the list. We require as much coverage as possible of all those women-oriented 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 **250-300 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}.