

INVITATION OF PROPOSAL

for

Study on

*'Assessment of Skills Required for
Consulting Industry in India'*



CONSULTANCY DEVELOPMENT CENTRE

(Autonomous Institution of DSIR, Ministry of Science & Technology)

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1. Terms of Reference(TOR)

Objectives of the study

The objectives of the study are as follows:

- To understand the skill requirements of consulting industry in India
- To assess the Demand - Supply scenario of consulting skill development programmes offered in India
- To recommend an action plan for development of consulting skills and capabilities required by Indian consultants

Scope of the study

The Scope of Work for the study is given below:

- Identify the different hierarchy levels and map the career path required for progression in the consulting industry
- Assess the skill sets required by consultants at each identified hierarchy level
- Identify the various educational & capacity building programmes presently being offered by both academia and industry
- Carry out a Gap analysis to identify the shortfall in terms of the educational & capacity building programmes needed for acquiring the requisite skill sets at each hierarchy level
- Recommend an Action Plan (including the suggested Implementation Mechanism) for Capacity Development over the short term, medium term and long term period, including the Role of various stakeholders: Government, Academia, Consulting Associations, Consultants, Clients etc. towards the development of consulting skills & capabilities required by Indian consultants



Deliverables

The following deliverables should be suitably covered in the study:

- Details of the various hierarchy levels and assessment of skillsets required by Indian consultants working at different hierarchy levels in the consulting industry
- Requirement Analysis for various educational & capacity building programmes needed for acquiring the requisite skill sets at each hierarchy level
- Recommendations and Action Plan for Capacity Development for development of skills required by Indian consultants

Time frame: The Study is to be completed strictly within a time frame of 2 **(two)** **months** from the date of the Award of Contract.



2. General

Eligibility Criteria

The consultants must meet the following minimum eligibility criteria -

- Should have minimum of 5 years' experience in the consulting as on 22.10.2012.
- Should have executed minimum three (3) study assignments in the last 3 years preferably assignments of similar nature.
- Should have average annual turnover of Rs. 10.0 crore in the last three years (2009-10, 2010-11 & 2011-12)

Documentary Evidence for the following must be submitted:

- a) Proof of Turnover
- b) Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award etc;
- c) Certificate of registration of the Company/ Agency;

Proposal Submission

Each proposal should be submitted in two parts, viz.

- Technical
- Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", followed by the nomenclature of the assignment, "**Assessment of Skills required for Consulting Industry in India**". Financial proposal to include a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall



be placed into an outer envelope and sealed. This outer envelope shall bear the submission address.

Technical Proposal Content

Technical Proposal should be prepared considering Objectives, Scope, Approach & Methodology, Milestones & Deliverables as well as other information given in this document.

Technical Proposal must include:

- a. Brief description about the Consultant/Consulting firm
- b. **Consultants experience**
In addition to overall experience of the consultant, details of specific consultancy projects/studies undertaken may be provided including Assignment/job name, description of services provided, appx. value of assignment, country & location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. *(Documentary evidence in support of above facts to be provided)*
- c. Comments and suggestions on understanding of Terms of Reference.
- d. Approach
- e. Methodology
- f. Work Plan and Schedule
- g. Detailed profile and CV of manpower proposed to be associated with this assignment.

Financial Proposal Contents

Financial proposal should be in the form of a **Lumpsum Consulting Fee + Service Tax** as applicable.

The lumpsum consulting fee should be inclusive of all expenses which consultant may incur while executing the assignment including travel, boarding and lodging within India including visits to CDC, as required.



Financial Proposal, should also, include a breakup of the lumpsum quote under various heads envisaged by the consultant.

Evaluation of Proposals

An agency/consultant will be selected under the **Combined Quality cum Cost Based System** method (CQCCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal) and procedures described in this Proposal.

The following evaluation criteria shall be used for technical evaluation.

Sr. No	Description	Break up
1	Past Experience in work of similar nature in last 3 years	20 Marks
1.1	Past experience of similar nature in terms of no of assignments (Conducting studies) No of Assignments <ul style="list-style-type: none">o No assignments =3o No assignments >3 and <=7o No of Assignments = 7 & above Based on work order of assignments enclosed along with the Technical proposal, marks will be assigned.	10 15 20
2	Methodology, Work Plan and Understanding of TOR	50 Marks
2.1	Understanding of TOR	10
2.2	Approach and Methodology	30
2.3	Work Plan + Time Schedule	10
3	Infrastructure & Other details	20 Marks
3.1	Personnel including skills & competencies	20
4	Average Turnover of the Agency in last three financial years (2009-10, 2010-11, 2011-12)	10 Marks
4.1	Turnover <ul style="list-style-type: none">o =>10<25 croreso 25-50 croreso 50 crores and above	5 Marks 7 Marks 10 Marks
Total		100 Marks

Threshold for shortlisting consultants for technical evaluation will be 70 marks (seventy marks). CDC shall short list all the Agencies who secure the minimum cut off of 70 % (Seventy Percent).



Evaluation as per Combined Quality cum Cost Based System (CQCCBS)

- The financial proposals of only technically shortlisted consultants will be opened and will be ranked in terms of their total evaluated cost.
- Based on the criteria and the total score, the Technical Scores will have a weightage of 70%. The Financial Proposals will be allotted a weightage of 30%.
- The proposal with the lowest cost shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. The total score shall be obtained by weighing the quality and cost scores and adding them up.
- On the basis of combined weighted score for quality and cost, the agency shall be ranked in terms of total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc.,. The firm securing the highest combined marks will be considered for award of the contract. Total Score = (Technical Score × 0.70 + Financial Score × 0.30)

Evaluations will be based on documentary evidence submitted by the applicant with respect to evaluation / selection criteria.

The evaluation will be based on the basis of the total lump sum fee (exclusive of taxes)

Note: The following documentary evidence should be provided along with the proposal:

- Proof of Turnover
- Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award, etc.
- Certificate of registration of the Company/ Agency
- Details of Key Personnel for the project

(Proposals which are not accompanied by the corresponding supporting documents as requested above, may be summarily rejected and no further clarifications will be sought in this regard)



Payment Terms

Payment Terms	Milestones
25%	<ul style="list-style-type: none">- On acceptance of proposal & Signing of Contract Agreement- Submission of Performance Security- Submission of Inception Report
50%	On Submission of Draft Report
25%	On Submission and Acceptance of Final Report

Amendment of Invitation of Proposal document

- a) At any time prior to the deadline for submission of proposals, CDC may, for any reason whether its own violation or in response to clarifications requested by bidders, modify the invitation of Proposal document by issuance of an Addendum/Corrigendum.
- b) Any Addendum/Corrigendum will be uploaded in the website of CDC one week prior to last date of submission and bidders are advised to see the website. The addendum/Corrigendum then issued will be a part of the Invitation of Proposal and any bid without Addendum/Corrigendum, if any, will not be considered.

Date for submission of proposal

The Proposals must be sent to CDC office on or before **7th November, 2012** by **1600 hrs.** The proposals have to be sent only in hard copy by post/courier/by-hand. Emails will not be considered. The proposals will be opened on **7th November, 2012** at **1630 hrs.**

Please submit your proposals to:

Mr. S.K.Lalwani
Head (Projects)
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Core 4B 2nd Floor, India Habitat Centre, Lodhi Road
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