

# INVITATION OF PROPOSAL for

## *Assignment on*

*“Development of States-specific Training modules for  
Capacity Building on use of consultancy services by  
Ministries / State Government Departments / PSUs and  
Client organizations”*



## CONSULTANCY DEVELOPMENT CENTRE

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## *Assignment on*

# *“Development of States-specific Training modules for Capacity Building on use of consultancy services by Ministries / State Government Departments / PSUs and Client organizations”*

## **1. Terms of Reference (TOR)**

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### **Background**

Public procurement is one of the most important activities in all government entities. While there are standardized practices defined for public procurement of goods and works, procurement of consulting services requires additional knowledge and diligence on the part of procuring entities.

The Ministry of Finance, Department of Expenditure has developed certain Guidelines on broad policies and procedures required for Selection, Contracting and Monitoring of Consultants for use by various Ministries / departments / organizations of Govt. of India. These guidelines are generic in nature which would need to be customized suitably based on the specific requirements of various State Governments. However, most of the State Governments do not have any codified rules or guidelines for procurement of consulting services.

Consultancy Development Centre (CDC), an autonomous institution of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India had carried out a study in 2012 through which a combined analysis of the requirement of consulting services alongwith the assessment of current maturity of procurement framework in each state was done to arrive at a recommended order of prioritization of states, for which training modules need to be developed taking into consideration the present practices being followed to build capacity among the State Government officials required for procurement and utilization of consulting services effectively. Based on this study, 11 states were classified

as 'High priority states' in which there has been a need felt to undertake certain measures for Capacity Building to strengthen their framework of consulting procurement.

Out of 11 states, under the present assignment, CDC proposes to develop State-specific training modules for 6 states identified as the 'High priority states' based on the recommended order of prioritization, in which capacity building exercise is required to be taken up for strengthening the framework of consulting procurement.

## Objectives

The objectives of the assignment are as follows:

- To study the existing framework of consultancy procurement for 6 states identified as 'high priority states' (Andhra Pradesh, Gujarat, Madhya Pradesh, Maharashtra, Uttar Pradesh and West Bengal)
- To develop training modules comprising of state specific guidelines on the process for procurement of consultancy services, including recommended fee structure and contract agreements
- To suggest the capacity building mechanism required for strengthening the consulting procurement in these target states

## Scope of Work

The scope will cover the following 6 states identified as 'high priority states' based on assessment of their need for developing State-specific training programmes on consultancy procurement: Andhra Pradesh, Gujarat, Madhya Pradesh, Maharashtra, Uttar Pradesh and West Bengal.

For each of the above identified states, the scope of work shall be as follows:

- Study the state specific requirements for Consultancy Procurement covering a no. of issues such as:
  - Recommended Methods for Sourcing of Consultants (QCBS, QBS, LCS etc.)
  - Process for Engagement of consultants involving preparation of Terms of Reference (TOR), invitation of Bids, deciding the Evaluation criteria, Bid Evaluation etc.



- Cost estimates including Recommended Fee Structure which consists of fee, reimbursables, local costs, foreign costs etc.
- Contract Agreement
- Interactions with the State Government Client organizations (Ministries, Departments of State Governments, PSUs etc.) to understand the present mechanism followed by them on sourcing of consulting services, problems faced by them as well as their suggestions for improvement in the present guidelines (This may also include various considerations on e-Procurement and PPP mode for selection of consultants)
- Develop specific training modules for the above identified states by integrating the state specific requirements for Consultancy Procurement with the generic guidelines on the same available with Ministry of Finance, Govt. of India
- Suggest the mechanism for capacity building and training on procurement of consulting services which may cover the following aspects:
  - Pedagogy for delivery of the training programmes, including role of potential stakeholders (eg. TCOs, Advanced Training Institutes, etc.) identified for the same
  - Proposed Framework required for monitoring adherence and compliance to the guidelines applicable for respective states

## **Approach and Methodology**

### *Approach*

The consultant should give an overall approach towards execution of the assignment so that it achieves the objectives stated above and covers the entire scope.

### *Methodology*

The proposed methodology for execution of the assignment shall be given by the Consultant keeping in view the objectives and scope of work.

## **Deliverables and Milestones**

### *Deliverables*

The deliverables shall be the Training Modules for each of the target states, comprising of the following :



### **A. Training Module**

The Training module will consist of: -

- Pre-Read Material: Comprising of different modules covering all aspects of state-specific requirements of consultancy procurement as indicated in the scope of work supported with 'Practical Case Studies and Assignments'. Further, each module shall also cover suggested readings for the target participants which may include References to Books, Journals, Websites, Articles, Whitepapers, Consulting Procurement guidelines of multilateral funding agencies, etc.
- Structure and schedules of the Training Programme
- Power Point Presentations as per structure and schedule of programme
- Guidelines for Instructors, including pedagogy for the delivery, who will be delivering the training programmes

**B. Mechanism / Framework** required for monitoring adherence and compliance to the guidelines applicable for respective states

### ***Milestones***

- A detailed Inception Report in 2 weeks from award of work discussing the execution plan in minute details.
- Draft Training Modules (for all target states) at the end of 6 months from award of work.
- Final Training Modules (for all target states) along with other deliverables within one month from the receipt of comments on the Draft Training Modules

### **Time Frame**

The Study is to be completed within **seven months** from the date of award of the contract.



## 2. General

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### Eligibility Criteria

The consultants must meet the following minimum eligibility criteria

- Should have minimum of 5 years' experience in the consulting
- Should have executed minimum five (5) study assignments in the last 3 years as on last date of submission of proposal i.e. ----- preferably assignments of similar nature or in the related sector
- Should have minimum average consultancy turnover of Rs.10 crore in the last three financial years (2009-10, 2010-11, 2011-12)

Documentary Evidence for the following must be submitted in respect of the eligibility criteria:

- a) Proof of Turnover (Audited)
- 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.

Note: Proposals submitted by a consortium of agencies are not acceptable.

### 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, "Development of States-specific Training modules for Capacity Building on use of consultancy services by Ministries/State Government Departments/PSUs and Client organizations". Financial proposal should 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 Objective, 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 amount exclusive of Service Tax.

The lumpsum quote should be inclusive of all expenses which consultant may incur while executing the assignment including travel to target states, boarding and lodging within India including visits to CDC, as required for the completion of the assignment but exclusive of Service Tax. The Service Tax shall be paid as applicable. (Present rate of Service tax is 12.36%).



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

## Evaluation of Proposals

### Technical Evaluation

The following evaluation criteria shall be used for technical evaluation.

Sr. No	Description	Break up
1	Past Experience in work of similar nature	20 Marks
1.1	Past experience of similar nature in terms of no. of assignments (Conducting studies) <b>No. of Assignments</b> <ul style="list-style-type: none"><li>○ No. of Assignments = 5</li><li>○ No. of Assignments &gt;5 and &lt;10</li><li>○ No. of Assignments &gt;=10</li></ul> <i>(Marks will be awarded based on work order of assignments enclosed along with the Technical proposal)</i>	15 Marks  7 10 15
1.2	Past experience in the area of 'Development of Training modules' <i>(Marks will be awarded based on work order of assignments enclosed along with the Technical proposal)</i>	5 Marks
2	Methodology, Work Plan and Understanding of TOR	50 Marks
2.1	Understanding of TOR	15
2.2	Approach and Methodology	20
2.3	Work Plan + Time Schedule	15
3	Infrastructure & Other details	20 Marks
3.1	Office Details /Branch offices (if any) in other states	10
3.2	Personnel including skills & competencies	10
4	Average Turnover of the Agency in last three financial years (in Rs.) ( 2009-10, 2010-11, 2011-12)	10 Marks
4.1	Turnover <ul style="list-style-type: none"><li>○ =10 Crores</li><li>○ &gt;10 Crore and &lt;25 Crores</li><li>○ 25 Crores and above</li></ul> <i>(Marks will be awarded based on work order of assignments enclosed along with the Technical proposal)</i>	5 Marks 7 Marks 10 Marks
<b>Total</b>		<b>100 Marks</b>





**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.*

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

- Proof of Turnover (Audited)
- Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award etc;
- Certificate of registration of the Company/ Agency;
- CVs of Key Personnel for the project

### **Amendment to Invitation of Proposal**

- a. At any time prior to the deadline for submission of proposals, CDC may, for any reason whether its own modify the Invitation of Proposal document by issuance of an Addendum/ Corrigendum.
- b. Any Addendum/ Corrigendum will be uploaded in the website of CDC [www.cdc.org.in](http://www.cdc.org.in) under Announcement Section 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 Proposal without Addendum/ Corrigendum, if any, will not be considered.

### **Validity**

The proposal shall be valid for 90 days from the last date of submission of the proposal.

### **Payment Terms**

<b>Payment Terms</b>	<b>Milestones</b>
20%	<ul style="list-style-type: none"> <li>- On acceptance of proposal &amp; Signing of Contract Agreement</li> <li>- Submission of Bank Guarantee for Performance Security</li> <li>- Submission of Inception Report and its acceptance</li> </ul>
50%	On Submission of Draft Training Modules (for all 6 states) and its acceptance
30%	On submission and acceptance of Final Training Modules alongwith all deliverables (for all 6 states)

### **Last Date for submission of proposal**

The Proposals must be sent to CDC office on or before **19<sup>th</sup> July 2013, 3:00 P.M.** 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 **19<sup>th</sup> July 2013, 3:30 P.M.**

### Notes: -

- 1) Consultancy Development Centre (CDC) reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- 2) Responses to Invitation of Proposal not accompanied with documentary evidence requested above, may be summarily rejected.



**Enquiries & submission of proposals should be addressed to:**

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