

# INVITATION OF PROPOSAL

for

*Study on*

*“Status and consulting opportunities in India  
for the upcoming sectors: Renewable Energy,  
Bio-technology & Nano-technology”*



## CONSULTANCY DEVELOPMENT CENTRE

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

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

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### **1.1 Objectives of the study**

The objectives of the study are as follows:

- To assess the status of consulting industry in the upcoming sectors: - Renewable Energy, Bio-technology and Nano-technology
- To assess the demand of consulting services in these upcoming sectors
- To evolve an Action plan to bridge the gap between supply-demand situation, Capacity Building needed and policy initiatives required to give impetus to domestic consulting in these upcoming sectors

### **1.2 Scope of the study**

The scope of Work for the study is given below:

- Status of the Consulting Industry in the upcoming sectors: - Renewable Energy, Bio-technology and Nano-technology covering the following aspects:
  - Size of consulting businesses
  - Categories of consultants
  - Major areas of consultancies and types of services offered,
  - Competencies / skills available in terms of expertise of key personnel
  - Policy framework and institutional mechanism including policies for consulting industry
  - Role of foreign collaborations and FDI in consulting including impact of entry of multinational consultancy firms
- Assessment of demand for consulting services in India in these upcoming sectors in next 10 years.



- Carry out a Gap Analysis in terms of Supply and Demand of Consulting services and policy framework in these upcoming sectors.
- Prepare a database of 25 leading consultants/Experts available in each of these upcoming sectors covering various details such as: their communication details, sectors of specialization /areas of expertise, service offerings, major projects done in last 5 years.
- Evolve an Action plan to bridge the gap between supply demand situation, Capacity building needed and policy framework required to overcome the constraints faced by stakeholders, and to give needed impetus to domestic consulting in these upcoming sectors.

### **1.3 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.

### **1.4 Deliverables and Milestones**

#### *Deliverables*

The deliverable shall be a Study Report covering all aspects of the scope of work.

#### *Milestones*

- A detailed Inception Report in 1 month from award of work discussing the execution plan in minute details.



- Mid-term report at the end of 3 months from award of work giving details of progress made, future plan and seeking of approval for any deviation from the plan proposed in inception report.
- Draft Report at the end of 6 months from award of work.
- Final Report within one month from the receipt of comments on Draft Report

### **1.5 Time Frame**

The Study is to be completed within 7 (seven) months from the date of award of the contract.



## **2. General**

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### **2.1 Eligibility Criteria**

The consultants must meet the following minimum eligibility criteria –

- Should have minimum of 5 years' experience in consulting as on **20<sup>th</sup> June 2014**
- Should have executed minimum three (3) study assignments in the last 3 years as on last date of submission of proposal i.e. **20<sup>th</sup> June 2014** preferably assignments of similar nature or in the related sector
- Should have minimum average turnover of Rs. 10.0 crore in the three financial years (2010-11, 2011-12, 2012-13)<sup>2</sup>

Documentary Evidence for the following must be submitted:

- 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:

- 1) Proposals submitted by a consortium of agencies are not acceptable.
- 2) In case the Financial Year of an agency is Calendar year, the turnover details shall be submitted accordingly.

### **2.2 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, **“Status and Consulting opportunities in India for the upcoming sectors : Renewable Energy, Bio-technology & Nano technology”**. 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.

### 2.3 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, approximate 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.



## **2.4 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.

## **2.5 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 executed (Conducting studies) <b>No. of Assignments executed</b> <ul style="list-style-type: none"><li>○ No. of Assignments = 3</li><li>○ No. of Assignments &gt; 3 and &lt;=7</li><li>○ No. of Assignments &gt; 7</li></ul> <i>(Marks will be awarded based on work order of assignments executed enclosed along with the Technical proposal)</i>	15 Marks  7 10 15
1.2	Past experience of study assignment executed in either of the upcoming sectors: - Renewable Energy, Bio-technology and Nano-technology <i>(Marks will be awarded based on work order of assignments executed enclosed along with the Technical proposal)</i>	5 Marks
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 <i>(Based on CVs of Key personnel submitted for the project)</i>	20
4	Average Annual Turnover of the Agency in three financial years (in Rs.) (2010-11, 2011-12, 2012-13)*	10 Marks
4.1	Annual 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 audited proof of Annual Turnover enclosed along with the Technical proposal</i>	5 Marks 7 Marks 10 Marks
<b>Total</b>		<b>100 Marks</b>

**Note:**

\* In case the Financial Year of an agency is Calendar year, the turnover details shall be submitted accordingly.

**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 x 0.70 + Financial Score x 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

**(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)**



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### **2.6 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 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 [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.



## 2.7 Validity

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

## 2.8 Payment Terms

Payment Terms	Milestones
20%	<ul style="list-style-type: none"><li>- On acceptance of proposal &amp; Signing of Contract Agreement</li><li>- Submission of Bank Guarantee (10 % of Contract Value) for Performance Security</li><li>- Submission of Inception Report and its acceptance</li></ul>
50%	On Submission of Draft Report and its acceptance
30%	On Submission of Final Report and its acceptance

## 2.9 Date for submission of proposal

The Proposals must be sent to CDC office on or before **20<sup>th</sup> June 2014** by **1600 hrs.** The proposals have to be sent only in hard copy by post/courier/by-hand. Proposals sent by e-mails will not be considered. The proposals will be opened on **20<sup>th</sup> June 2014** at **1630 hrs.**

### 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.



Consultancy Development Centre  
Autonomous Institution of DSIR, Ministry of Science & Technology

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

Mr. S. K. Lalwani  
Head (Projects)  
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Website: [www.cdc.org.in](http://www.cdc.org.in)