

INVITATION OF PROPOSAL for

*Study on
“Assessment of Skills required for
Consultants and R&D Experts in India”*



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Study on
“Assessment of Skills required for
Consultants and R&D Experts in India”

1. Terms of Reference (TOR)

Objectives

The objectives of the assignment are as follows:

- To assess the present status of the consulting industry in India covering existing capabilities and constraints, and understand the skill requirements of Consulting Industry in India
- To identify the gap in the available skill level and expected skill level based on Demand-Supply scenario of Consulting Industry
- To assess the present needs of R&D Industry in the areas of opportunities which require Consultancy interventions in select priority R&D sectors and mapping them with the skill levels of R&D Experts, including the gap analysis of present skill levels and expected skill levels
- To evolve an action plan for Capacity Development of Indian consultants to bridge the gap between Demand-Supply situation, as well as focus on Capacity development of R&D experts in select priority sectors

Scope of Work

The scope of Work for the study shall be confined to the skill level requirements of both Consultants and R&D Experts in India, comprising of two parts as follows:

PART A: Assessment of Skills required for Consultants

- Present status & prospects of Consultancy market which includes: Major areas of consultancies and types of services offered, Categories of Consultants, Types of Issues & Constraints faced by Indian Consultants and reasons for the same, Growth trends & future landscape of the consulting industry etc.



- Identification and categorization of the skills required by Indian consultants at various hierarchy levels and map the career path required for progression in the consulting industry
- Identify the Present schemes by Govt. for skill development and various capacity building programmes being offered by both academia and industry and benchmark them with international models for skill enhancement
- Carry out a Gap analysis to identify the shortfall in present skill levels and expected skill levels at each hierarchy level, considering the Demand-Supply scenario of Consulting Industry
- Recommend an Action Plan (including the suggested Implementation Mechanism) for Capacity Development over the next 10 years in terms of 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

PART B: Assessment of Skills required for R&D Experts

- Present status & prospects of R&D sector which includes: Categorization of R&D sectors, Types of Technologies offered by Indian R&D sector, Types of Issues & Constraints faced by Indian R&D Experts for providing consulting services and reasons for the same, Growth Trends & Future landscape of the R&D sector etc.
- Prioritization of R&D sectors based on the various factors such as: investment levels, socio-economic growth and national importance and assess the demand of Consulting opportunities, including identification of areas which require Consultancy interventions in these sectors
- Identification and categorization of the skills required by R&D Experts against each of the prioritized R&D sectors at various hierarchy levels and map the career path required for progression in the identified areas of Consultancy interventions in R&D industry
- Identify the Present schemes offered by Govt. for R&D Labs and various capacity building programmes being offered by industry, academia and in-house R&D Labs recognized by DSIR in select priority sectors and benchmark them with international models for skill enhancement



- Carry out a Gap analysis to identify the shortfall in present skill levels and expected skill levels at each hierarchy level, considering the Demand-Supply scenario of consulting services in select priority sectors of R&D
- Recommendations & Action Plan (including the suggested Implementation Mechanism) for Capacity Development over the next 10 years in terms of short term, medium term and long term period, including the Role of various stakeholders: Government, Academia, Industry, Associations, In-house R&D Labs recognized by DSIR, other R&D Labs i.e. CSIR / DRDO / ICMR etc. towards the development of consulting skills of R&D experts in select priority sectors

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 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 4 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 8 months from award of work.
- Final Report within one month from the receipt of comments on Draft Report



Time Frame

The Study is to be completed within **9 (nine) months** from the date of award of the 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 **23rd 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. **23rd June 2014** preferably assignments of similar nature or in the related sector
- Should have minimum average turnover of Rs.10 crore in the three financial years (2010-11, 2011-12, 2012-13)²

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:

- 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.

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 Consultants and R&D Experts in India". 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.



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 executed (Conducting studies) No. of Assignments executed <ul style="list-style-type: none">○ No. of Assignments = 3○ No. of Assignments > 3 and <=7○ No. of Assignments > 7 <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 the area of 'Skills Gap Assessment and Capacity Development' <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	15
2.2	Approach and Methodology	20
2.3	Work Plan + Time Schedule	15
3	Infrastructure & Other details	20 Marks
3.1	Personnel including skills & competencies	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">○ =10 Crores○ >10 Crore and <25 Crores○ 25 Crores and above <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
Total		100 Marks

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

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 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

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

Last Date for submission of proposal

The Proposals must be sent to CDC office on or before **23rd June 2014, 3:00 P.M.** 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 **23rd June 2014, 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:

Shri S.K Lalwani
Head (Projects)
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