



Request for Empanelment of Consulting Agencies

Consultancy Development Centre

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

2nd Floor, Core IV-B, India Habitat Centre,

Lodhi Road, New Delhi – 110003

Tel: +91-11-24602601/ 24602915/ 24601533, Fax: +91-11-24602602

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1. Section I - Invitation to Empanelment

Consultancy Development Centre (CDC) is an Autonomous Institution of the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India set up for promotion, development and strengthening of consultancy skills and capabilities in the country including enhancement of export of consultancy and professional services.

CDC invites bids for empanelment of reputed and eligible Consulting firms for providing consultancy services in areas specified in the document.

Bidders may take note of the following:

- a) This Request for Empanelment document is not a Request for Proposal (RFP) in any form and would not be binding on the CDC in any manner whatsoever.
- b) To be considered for empanelment process bidders should submit their bids in accordance with the requirements contained in the section on 'Instructions to bidders'.
- c) CDC reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time of receipt of bids.

SCHEDULE 1

S.No.	Information	Details
1	Addressee and address at which the bid is to be submitted	Shri S.K. Lalwani, Head (Projects) Consultancy Development Centre 2nd Floor, Core IV-B, India Habitat Centre, Lodhi Road, New Delhi – 110003
2	Date of issue of the Request For Empanelment (RFE) document	27 th September, 2012
3	Last date for submission of written queries for clarification	12 th October, 2012
4	Contact person for clarification	Shri S.K. Lalwani, Head (Projects)
5	Pre bid conference	15th October, 2012 at 1100 hrs.
6	Last date for providing clarifications	15 th October, 2012
7	Last date and time for receipt of bids	29th October, 2012 by 1500 hrs.
8	Place, time and date of opening of bids	Place : Consultancy Development Centre 2nd Floor, Core IV-B India Habitat Centre, Lodhi Road New Delhi – 110003 Date & Time : 29th October, 2012 at 1500 hrs.



This Request for Empanelment consists of the following sections:

- a) Section I – Invitation to Empanelment
- b) Section II- Background and Scope of Work
- c) Section III- Instructions to bidders
- d) Section IV- Evaluation criteria and Empanelment
- e) Section V- Terms and conditions of Empanelment
- f) Section VI- Standard Forms

Section II - Background and scope of work

Background

Consultancy Development Centre (CDC) is an Autonomous Institution of the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India set up for promotion, development and strengthening of consultancy skills and capabilities in the country including enhancement of export of consultancy and professional services.

Starting the Twelfth Five Year Plan, CDC has drawn a vision to become a National Centre of Excellence in consultancy/professional services undertaking niche and sustainable long term initiatives in line with the National priorities, resulting in tangible benefits to the economy and society. It is envisaged that by the end of the Twelfth Plan, CDC should be perceived as a knowledge partner facilitating various R&D agencies including Council for Scientific and Industrial Research (CSIR), ministries/ departments of Government of India as a think tank in consultancy. The thrust areas identified for CDC during the Twelfth Five Year Plan are as follows:

- a) Facilitation in technology delivery, transfer and commercialization
- b) National programme for competency development in strategic areas
- c) Developing National Knowledge Repository
- d) Consultancy Promotion through feasibility studies and networking activities
- e) Research in consultancy to enrich the knowledge base of India.
- f) International collaboration for enhancing export of Indian Consultancy Services.
- g) Training and competency enhancement activities.

Keeping in view the national priorities and considering the societal needs, the following niche areas have been identified:

- Affordable healthcare;
- Agri-food technologies;
- Sustainable energy;
- Chemistry and environment;
- Smart & functional materials;
- Engineering Structures/Design & Electronics;
- Civil aviation;
- Climate change & Earth System Sciences;
- E-governance; and
- Livelihood & rural development

In line with the above niche areas, various mission oriented projects are being envisaged by various R&D organisations including CSIR with quantified economic, social, environmental and other intangible benefits. CDC, as the nodal agency for consultancy development and promotion in the Country, plans to facilitate effective implementation of the various priority and mission oriented projects through appropriate consultancy interventions through establishing a R&D facilitating Cell in CDC

CDC proposes to empanel reputed consulting firms/agencies which would facilitate the R&D facilitation Cell of CDC in the above endeavor.

Scope of Work of empanelled Consultants

The scope of services would include the following services:

- a) Prepare Feasibility reports , Detailed Project Reports, and other related reports;
- b) Develop knowledge map(s) including knowledge/databases in identified areas;
- c) Develop models for management and commercialization of technologies, patents, IPR and other related know-how;
- d) Develop guidelines/manuals including templates for project documentation, drafting agreements, patents and other related know-how;
- e) Develop frameworks for providing value added information services tailored to the scientific and technological needs of R&D areas for scientists/technologists working in niche areas;
- f) Undertake Research studies including carrying out market surveys through collection and analysis of data;
- g) Review of existing schemes, proposing improvements and recommendation of new schemes within the overall mandate of the organization/institution/agency;
- h) Review of project funding guidelines and recommend modifications/improvements within the overall framework of the rules and regulations of the organization/institution/agency;
- i) Develop strategies for brand building, optimum utilisation of available resources, process improvement, dissemination of success stories, including IT Interventions;
- j) Conduct impact assessment, monitoring and evaluation studies of various programs, schemes, projects; and other activities of the organisation/institution/agency
- k) Provide project management assistance.

While the above mentioned activities are to give an idea on the nature and type of projects, there could be additional activities of similar nature, which the consultant would need to undertake from time to time, based on requirement.

It is clarified that the consultant would not be expected to undertake activities/projects involving core research and development focus, but those activities, which would support/facilitate the R&D personnel for effectively performing the scientific work.

The projects/activities to be undertaken under this empanelment would be, in key strategic areas, multidisciplinary in nature and need to have high impact. The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

2. Section III - Instructions to bidders

In order to be considered for empanelment bidders should submit their bids conforming to the following instructions.

2.1 Data Sheet

S.No.	Details																				
3.1.1	Name of the issuing office: Consultancy Development Centre																				
3.1.2	Name of the assignment: Empanelment of Consultants																				
3.1.3	<p>Method of empanelment: The empanelment shall be on the following basis:</p> <ul style="list-style-type: none"> • Empanelment shall be under CATEGORY 1 and CATEGORY 2 • For each category, prequalification shall be followed by Technical Evaluation • Technical qualified bidders shall participate in commercial bid opening 																				
3.1.4	<p>Earnest Money Deposit (EMD): Bidders are required to pay Rs.50,000 (INR) towards Earnest Money Deposit in the form of a Demand Draft/Bankers' cheque drawn in favour of "Consultancy Development Centre", New Delhi" payable at New Delhi. In case EMD is not enclosed in the bid, the bid will be straightway rejected and will not be considered for further evaluation.</p> <p>No interest shall be payable on the sum deposited as EMD. No bank guarantee shall be accepted in lieu of the EMD.</p> <p>Refund of EMD: The EMD of the unsuccessful bidders (bidders who fail to qualify in the bid evaluation process described in Section V below) shall be returned within one month of completion of the empanelment process.</p> <p>The EMD of the successful bidders shall be returned on signing the contract (Letter of empanelment)</p> <p>Forfeiture of EMD: The EMD shall be forfeited, if the bidder withdraws or modifies/alters the bid after the opening of bids and during the validity period or if the bidder tries to influence the evaluation process. The EMD shall also be forfeited if the bidder quotes zero or incredibly low rates compared to the industry prevalent rates or rates quoted by most of the other bidders. CDC's view on this matter shall be final and binding on all Bidders.</p>																				
3.1.5	Validity period of the bid: The bid should be valid for 90 days from the last date of submission of the bid.																				
3.1.6	<p>Last date for submission of written queries for clarification: All queries should be received by CDC not later than the date prescribed in Schedule 1. A bidder seeking any clarification should send an email to the contact person mentioned in Schedule1 in the below format only</p> <table border="1" data-bbox="297 1703 1373 1900"> <thead> <tr> <th>S.No</th> <th>Section / Clause / Page No.</th> <th>Existing Clause</th> <th>Query</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No	Section / Clause / Page No.	Existing Clause	Query																
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3.1.7	Last date and time for receipt of bids: The bids should be addressed to the Addressee and should be received at the Address by the date and time stipulated in Schedule1. Bids received after the stipulated date and time will not be opened and will be returned unopened.
3.1.8	Opening of Prequalification proposal: The prequalification proposal shall be opened at the time and on the date prescribed in Schedule1. Pre bid conference: The pre bid conference shall be held at the time and on the date prescribed in Schedule1.
3.1.9	Declaration of the successful bidders for Commercial bid – To be decided Opening of Commercial bid – To be decided
3.1.10	Process of empanelment: The empanelment of Consultants shall follow a three stage process Stage 1 - Prequalification. The bidders to this RFE should meet the prequalification criteria as set out in Para -4.1of Section IV. Stage 2 – Technical evaluation as described under Para 4.2 - Technical Evaluation of Section IV. Stage 3 - Commercial bid opening and empanelment: Commercial bids of only those bidders qualifying in Stage 2 and meet the minimum technical marks shall be opened as per the Commercial bid evaluation criteria set out in Para 4.3 of Section IV.
3.1.11	Others a) During prequalification and technical evaluation of bids, CDC, may at its discretion, seek clarifications from the bidders on their bids and the bidders are required to respond within the time frame prescribed by CDC. b) At any time prior to the prescribed last date for receipt of bids, CDC reserves the right to modify the RFE. The amendments and modifications to the RFE shall be notified on the CDC website (www.cdc.org.in) , which shall be binding on the bidders. Bidders are requested to frequently visit the website of CDC for updates. c) Bids from a consortium of agencies are not acceptable. d) The bids prepared by the bidders and all correspondence and documents relating to the bids exchanged between the CDC and the bidders shall be in English language. e) Commercials in any form or by any reason before the opening the Bids should not be revealed, failing which the offer shall be liable to be rejected. f) Bids received with Man month rate quoted as zero or at incredibly low rates/ high rates compared to the generally prevalent industry rates for similar category of services or rates quoted by most of the bidders for any resource category shall be rejected and the EMD forfeited.

2.2 Documents comprising the bids

The bids prepared by the bidders shall comprise and conform to the following Standard forms:

Prequalification and Technical proposal

PRE-QUAL FORM- 1- Prequalification Proposal Submission Form

PRE-QUAL FORM -2-Bidders' Organisation and experience

TECH FORM-1: Bidder's Experience

TECH FORM-2: Summary of Team Composition

FORM TECH 3: Curriculum Vitae

Commercial bid

COM FORM- 1- Commercial Bid Submission Form

COM FORM- 2-Summary of Costs of Resources - Consultancy

2.3 Procedure for submission of bids

- a) The bidders are advised to study this RFE document carefully before participating. It shall be deemed that the bid has been submitted by the bidders after a careful examination and full understanding of its implications.
- b) The bids should be received in one large envelope (the Bid cover) which should be superscribed with the words "Request For Empanelment of Consultants" by bidders applying for empanelment for Consulting firms. The bid cover should also clearly indicate the name, address and telephone number of the bidder. The bid cover should contain the following two envelopes:
 - EN-01 – EMD, Pre qualification and Technical proposal: This envelope should be sealed and superscribed "Prequalification and Technical proposal- Request for Empanelment of Consultants". This envelope should contain two hard copies of the Pre qualification and Technical proposal marked as 'ORIGINAL' and 'COPY' duly bound with all supporting documents and the Demand Draft/Bankers' cheques for the RFE.
 - EN-02 - Commercial bid: This envelope should be sealed and superscribed "Commercial bid-Request for Empanelment of Consultants". This envelope should contain one hard copy of the Commercial bid marked as 'ORIGINAL' containing all the Documents comprising the Commercial bid.
- c) Each envelope should indicate the Name, address, telephone number, email id and fax number of the bidder.
- d) Bidders shall sign and seal the bid with the exact name of the Company/Firm.
- e) Prequalification bid containing commercial information shall be declared non-responsive and shall be rejected.
- f) Other conditions
 - Bidders should not contact the CDC on any matter relating to its bid from the time of bid opening till the empanelment is finalized and notified.
 - The bidder should be registered with the Service Tax department and carry a valid PAN.
- g) Disqualification - CDC may at its sole discretion and any time during the evaluation process disqualify any bidder, if the bidder:
 - Makes misleading or false representation in the forms, statements and attachments submitted in proof of the statements or eligibility criteria.



- Exhibits a record of poor performance such as abandoning work, not completing the contractual obligations, inordinately delaying completion or financial failures, etc in any project in the preceding three years.
- Submits a bid that is not accompanied by required documentation or is non-responsive.
- Fails to provide clarifications related to the bid, when sought
- Submits more than one proposal or submits bid in a consortium
- Is declared ineligible by the Government of India/ State/Union Territory Government for corrupt and fraudulent practices.

3. Section IV - Evaluation criteria and Empanelment

3.1 Prequalification criteria

Bidders are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. CDC shall evaluate the prequalification proposal with reference to the information contained in Standard Form PRE- QUAL FORM 2 and other supporting documents furnished.

S.No.	Pre qualification Criteria		Supporting documents to be furnished
	CATEGORY 1	CATEGORY 2	
1	The bidder should be a Company registered in India under the Companies Act 1956 or a partnership registered under the India Partnership Act 1932 with their registered office in India for the last five years		Certificate of Incorporation/ Registration
2	The annual turnover of Bidder is at least Rs. 100 crore (Rupees Hundred crore) in each of the previous three financial years (2009-10, 2010-11 and 2011-12).	The annual turnover of the Bidder is minimum Rs 10 crore but less than Rs 100 crore in each of the previous three financial years (2009-10, 2010-11 and 2011-12).	Audited/Certified Annual Financial Statements and Annual Report for the three financial years (2009-10, 2010-11 and 2011-12).
3	<p>The bidder should have successfully completed at least 2 assignments of similar nature as listed in the scope of work (a-k) in Section II, in at least 6 of the 10 listed domains</p> <p>a) Affordable healthcare; b) Agri-food technologies; c) Sustainable energy; d) Chemistry and environment; e) Smart & functional materials; f) Engineering Structures/Design & Electronics; g) Civil aviation; h) Climate change & Earth System Sciences i) E-governance; and j) Livelihood & rural development</p>	<p>The bidder should have completed at least 1 assignment of similar nature as listed in the scope of work (a-k) Section II, in at least 4 of the 10 listed domains</p> <p>a) Affordable healthcare; b) Agri-food technologies; c) Sustainable energy; d) Chemistry and environment; e) Smart & functional materials; f) Engineering Structures/Design & Electronics; g) Civil aviation; h) Climate change & Earth System Sciences i) E-governance; and j) Livelihood & rural development</p>	Work Orders for experience cited
4	The bidder should have at least 200 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	The bidder should have at least 25 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	Certificate from the HR/ head of the Firm

3.2 Technical Evaluation

The Technical Evaluation would happen on the basis of bidder's relevant experience and key personnel as described under:

1	Past Experience in work of similar nature				45 Marks
1.1	Number of years experience of the firm/bidder <ul style="list-style-type: none"> • >5 and <= 7 years • >7 and <=10 years • > 10 years 				5 Marks 2 4 5
1.2	Experience of similar nature of services specified in scope of work (Section II) within last 5 (Five) years Out of the types of services listed, for each type of service 2 marks will be awarded, upto a maximum of 20 marks. If a firm/bidder has experience in all the services specified in scope of work (Section II), it will get 20 marks.				20 Marks
1.3	Experience in sectors specified in Section II Out of the 10 sectors listed, for experience in each sector, 2 marks will be awarded, upto a maximum of 20 marks. If a firm/bidder has experience in all 10 Sectors specified in Section II, it will get 20 marks.				20 Marks
2	Suitability of key Personnel				40 Marks
2.1	Quality of personnel (qualifications, experience, skills and competencies) The bidder should provide Five (05) CVs for each of the following four categories of personnel				20 Marks
	S.No.	Resource Category	Prescribed Qualifications	Minimum Prescribed experience	Roles and Responsibilities
	1	Senior Specialist	Post Graduate	10 years	<ul style="list-style-type: none"> • Subject Matter Experts • Responsible for overall coordination supervision of the activities of R&D facilitating Cell in CDC. • Serve as Project Lead or Project Manager via management of end to end life cycle development of various priority and mission oriented projects • Shall be responsible for all agreed outputs and provide other necessary support
	2	Specialist	Post Graduate	7 years	<ul style="list-style-type: none"> • Develop and disseminate guidelines on project preparation, project documentation and other related activities

				<ul style="list-style-type: none"> Facilitate effective implementation of the various priority and mission oriented projects Specialist domain knowledge Review of various reports pertaining to services under scope of work 	20 Marks																				
3	Junior Specialist	Post Graduate	4 years	<ul style="list-style-type: none"> Support in project planning: activity planning and scheduling Monitor and report to the Senior Specialist on the progress of various programs/ projects 																					
4	Support category	Post Graduate	2 years	<ul style="list-style-type: none"> Preparation of reports and execution of the engagement Support the senior team in overall coordination of R&D facilitating Cell in CDC 																					
<p>The evaluation would be on the basis of the following: Relevance of Personnel in terms of qualifications and experience vis-a-vis nature of services specified in scope of work (Section II). If all the 20 CVs are relevant, having prescribed qualifications in this RFE (Section 4.2) and executed at least 1 type of service defined in the scope of work in case of an individual CV and following number of services defined in the scope of work for the total 20 CVs, the firm/bidder will get marks as mentioned below.</p> <ul style="list-style-type: none"> At least 5 Services 5 Marks 6 Services 10 Marks 7 Services 15 Marks 8 Services and above 20 Marks <p>Sectoral specialization of personnel Based on all the 20 CVs submitted, marks will be awarded to a firm/bidder based on sectoral specialisation/expertise of personnel as follows, from amongst the 10 Sectors specified in Section II:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">CATEGORY 1</td> </tr> <tr> <td>• Atleast 6 Sectors</td> <td>5 Marks</td> </tr> <tr> <td>• 7 Sectors</td> <td>10 Marks</td> </tr> <tr> <td>• 8 Sectors</td> <td>15 Marks</td> </tr> <tr> <td>• 9 Sectors and above</td> <td>20 Marks</td> </tr> <tr> <td colspan="2">CATEGORY 2</td> </tr> <tr> <td>• Atleast 4 Sectors</td> <td>5 Marks</td> </tr> <tr> <td>• 5-6 Sectors</td> <td>10 Marks</td> </tr> <tr> <td>• 7-8 Sectors</td> <td>15 Marks</td> </tr> <tr> <td>• 9 Sectors and above</td> <td>20 Marks</td> </tr> </table>						CATEGORY 1		• Atleast 6 Sectors	5 Marks	• 7 Sectors	10 Marks	• 8 Sectors	15 Marks	• 9 Sectors and above	20 Marks	CATEGORY 2		• Atleast 4 Sectors	5 Marks	• 5-6 Sectors	10 Marks	• 7-8 Sectors	15 Marks	• 9 Sectors and above	20 Marks
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3	Approach & Methodology and Regional Spread	15 Marks
3.1	Approach and Methodology for implementation of Consulting assignment	10
3.2	Regional Presence including infrastructure manpower and other resources at each location of the presence. This may be substantiated by bidder through documentary evidence.	5

For each of the project, the bidder should provide Work Order/ other support documents for experience cited.

The minimum technical cut-off to qualify in the Category 1 is 80 Marks and Category 2 is 75 Marks.

3.3 Commercial bid opening and empanelment

CDC shall evaluate the Commercial bids with reference to the information provided in the Standard Form COM FORM 2 under the Category 1 and Category 2 separately. For each Category, the Commercial bids of only those bidders who qualify the Pre-qualification and scores minimum 80 marks/ 75 marks, as the case may be under the Technical Evaluation shall be opened. For each category, the bid containing the lowest 'Total Resource Cost for Consultancy' (as per COM FORM 2) shall be declared as the lowest evaluated commercial bid for Consultancy (L1) for that Category. The rates quoted by the L1 bidder for the various resources (as per COM FORM 2) shall be accepted as the tender rates for Consultancy. In order to create a panel, the other technically qualified bidders shall have to match the tender rate for Consultancy (the L1 rates for the various resources as per COM FORM 2). All the technically qualified bidders who match the tender rates for Consultancy shall be declared as qualified for empanelment as Consultants. CDC shall correct any computational errors in the Commercial bid and in case of dispute between the amounts expressed in words and figures, the former shall prevail.

Upon completion of the RFE process, the CDC shall compile a database of all the eligible and qualified Consultants under the two Categories indicating the Man-month rate for the various resources as finalized in this RFE, which shall be communicated to all the eligible and qualified Consultants.

4. Section VI - Terms and conditions of Empanelment

4.1 Post empanelment process

- a) The empanelment shall initially be for a period of three years subject to performance and on mutually agreed terms.
- b) The 'Man month rate' of the various resources (as finalized in this RFE) of the Firms/Companies that are empanelled shall be firm and remain valid during the period of empanelment.
- c) The 'Man month rate' quoted for year 1 will be subject to an escalation of 10% (ten percent) subsequently for each consecutive year on compounding basis.
- d) CDC may then engage the empanelled Consultants for providing consultancy services. It is expected that:
 - For each engagement / assignment CDC would specifically define the scope of engagement, which may include components beyond the defined scope in this RFE and call for a Limited Tender to the Empanelled agencies under the defined Categories.
 - Upon receipt of these Limited Tenders, the empanelled agency shall be required to submit Technical Proposal to define the Understanding of the Scope of Services, Approach & Methodology, Number of Resources required at various levels and Proposed Timeline for undertaking the study.
 - The Technical Proposal submitted by the Empanelled agencies shall be evaluated by the Technical Evaluation Committee (TEC).
 - The Empanelled agencies shall be invited to make a technical presentation in front of TEC, in which the Bidder's perspective on understanding the scope, approach and methodology, deliverables and time frame required will be presented.
 - The final decision of the Man-month Effort shall rest with the TEC.
 - Based on the technical proposals and presentations, technical scores shall be given by the TEC and the Bidder with the highest technical marks will be invited to execute the assignment at the determined Man-month Effort and empanelled rates.
 - The payment terms, penalties for delays in completion of the Project shall be finalized for each project while awarding the work order/ Contract.
 - The Out-of-Pocket expenses, if any, shall be decided separately on project to project basis.

4.2 Terms and conditions

- a) Termination of empanelment: CDC may at any time terminate the empanelment by giving a written notice to the firm/company without any compensation if the empanelled firm/company becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company, provided that such termination will not prejudice or effect any right of action or remedy, which has accrued thereafter to CDC. The empanelment shall also be terminated in case of breach of any of the terms and conditions of empanelment.
- b) No claim certificate: The empanelled firm/company shall not be entitled to make any claim, whatsoever, against the CDC under or by virtue of or arising out of the empanelment nor will the CDC entertain or consider any such claim for the jobs accepted post empanelment.
- c) Confidentiality: The empanelled firm/company and their personnel shall not, either during the term or after expiration of this empanelment, disclose any proprietary or confidential information relating to the services, contract or business or operations of the CDC, without the prior written consent of the CDC.
- d) Force Majeure: For the purpose of this clause, 'Force Majeure' shall mean an event that is unforeseeable, beyond the control of the parties and not involving the parties' fault or negligence. Such events may include acts of the Government either in its sovereign or in its contractual capacity, war, civil war, insurrection, riots, revolutions, fire, floods, epidemics, quarantine, restrictions, freight, embargoes, radioactivity and earthquakes. The empanelled firm/company shall not be liable if the delay in the discharge of its obligations under this agreement is the result of an event of Force Majeure as defined above.

If a Force Majeure situation arises the empanelled firm/company shall promptly notify to the CDC in writing of such conditions and the cause thereof. Unless otherwise directed by CDC in writing, the empanelled firm/company shall continue to perform its obligations under this Agreement, as far as it is reasonably practical and shall seek all reasonable means of performance not prevented by the Force Majeure event.

- e) Arbitration and jurisdiction: CDC and the empanelled firm/company shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them. If any dispute arises between the CDC and the empanelled firm/company not covered by this agreement such dispute shall be referred to three arbitrators, one each to be appointed by each party and the third to be appointed by the DSIR Secretary, Department of Scientific & Industrial Research, Ministry of Science and Technology, Government of India. The award of the Arbitrators shall be binding upon the parties to the dispute. Such arbitration shall be governed by the provisions of the Indian Arbitration Act, 1996. The arbitration proceedings shall be held in New Delhi.

5. Section VI - Standard Forms

PRE-QUAL FORM-1: PRE-QUALIFICATION PROPOSAL SUBMISSION FORM

(To be submitted on the letter head of the bidder)

To: XXXXXXXXXXXXXXXXX,

Address: XXXXXXXXXXXXXXXXXXXX,

XXXXXXXXXXXXXXXXXXXX

Subject: Submission of the Pre qualification Proposal for empanelment with CDC for providing consultancy services

Dear Madam / Sir:

We, the undersigned, offer to provide Consultancy Services in accordance with your Request for Empanelment dated ----- and our Proposal. We are hereby submitting our Proposal, which includes this Pre-Qualification Proposal and the Commercial bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFE document.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

PRE-QUAL FORM-2: BIDDERS' ORGANIZATION AND EXPERIENCE

1	Name of the bidder	
2	Mailing address in India	
3	Telephone and Fax Number	
4	E-mail address	
5	Name and designation of the authorized Representative of the bidder	
6	Year of establishment and constitution of organisation	

S. No	Pre qualification Criteria		Supporting documents to be furnished	Compliance (Yes / No)	Supporting document reference (with Page No.)
	CATEGORY 1	CATEGORY 2			
1	The bidder should be a Company registered in India under the Companies Act 1956 or a partnership registered under the India Partnership Act 1932 with their registered office in India for the last five years		Certificate of Incorporation/ Registration		
2	The annual turnover of Bidder is at least Rs. 100 crore (Rupees Hundred crore) in each of the previous three financial years (2009-10, 2010-11 and 2011-12).	The annual turnover of the Bidder is between Rs. 100 crore (Rs Hundred crore) and Rs. 10 crore (Rupees Ten crore) in each of the previous three financial years (2009-10, 2010-11 and 2011-12).	Audited/Certified Annual Financial Statements and Annual Report for the three financial years (2009-10, 2010-11 and 2011-12).		
3	The bidder should have successfully completed at least 2 assignments of similar nature as listed in the scope of work (a-k) in Section II ,in at least 6 of the 10 listed domains a) Affordable healthcare; b) Agri-food technologies;	The bidder should have completed at least 1 assignment of similar nature as listed in the scope of work (a-k) Section II ,in at least 4 of the 10 listed domains a) Affordable healthcare; b) Agri-food technologies; c) Sustainable	Work Order for experience cited		

	<ul style="list-style-type: none"> c) Sustainable energy; d) Chemistry and environment; e) Smart & functional materials; f) Engineering Structures/Design & Electronics; g) Civil aviation; h) Climate change & Earth System Sciences i) E-governance; and j) Livelihood & rural development 	<ul style="list-style-type: none"> d) Chemistry and environment; e) Smart & functional materials; f) Engineering Structures/Design & Electronics; g) Civil aviation; h) Climate change & Earth System Sciences i) E-governance; and j) Livelihood & rural development 			
4	The bidder should have at least 200 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	The bidder should have at least 25 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	Certificate from the HR head of the Firm		

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

TECH FORM-1: BIDDER'S EXPERIENCE

- Using the format below, provide information on each assignment for which your firm was legally contracted for carrying out Consulting services as requested under this assignment.
- Consultants should provide all the details (including documentary evidence like copy of work order/ contract document/ completion certificate from customer/ / other customer testimonials) as required in the form.
- **All fields in the format are mandatory. In case of absence of information, the evaluation committee shall consider the information unresponsive for that credential and continue with the evaluation.**

Client Name	
Address	
Project Title	
Start Date	
End Date	
Location of project	
Value of fees received by the Bidder (in Rs.)	
Narrative description of the project	
Description of actual services provided by your staff within the assignment and sector in which it was provided.	

TECH FORM-2: SUMMARY OF TEAM COMPOSITION

S.No	Proposed Position	Consultant Name	Educational Qualification	Experience in Years	Skills and Competencies and experience in the area of work
1					
2					
3					

FORM TECH 3: CURRICULUM VITAE

1. Proposed Position:

2. Name of Firm:

[Insert name of Bidder proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]

6. Membership of Professional Associations:

7. Countries of Work Experience:

[List countries where staff has worked in the last ten years]

8. Languages: [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]

9. Employment Record:

From [Year To Year]

Authority:

Positions held:

10. Detailed Tasks Assigned:

[List all tasks to be performed under this Assignment/job]

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

COM FORM-1: COMMERCIAL BID SUBMISSION FORM

(To be submitted on the letter head of the bidder)

To: XXXXXXXXXXXXXXXX,

Address: XXXXXXXXXXXXXXXXXXXX,

XXXXXXXXXXXXXXXXXXXX

Subject: Submission of the Commercial bid for empanelment with CDC for providing consultancy services

Dear Madam / Sir:

We, the undersigned, offer to provide Consultancy Services in accordance with your Request for Empanelment dated -----and our Proposal. We are hereby submitting our Commercial bid sealed in a separate envelope.

Our Commercial bid shall be binding upon us for the bid validity period of 90 days as stipulated in the RFE document

We hereby declare that all the information and statements made in this Commercial bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of the RFE document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

COM FORM-2: SUMMARY OF COSTS OF RESOURCES- CONSULTANCY

S.No.	Resource Category	Man month Rate in Rupees (Rs)	Weight	Weighted rate /month (Col 3 x Col 4)
1	Senior Specialist		0.40	
2	Specialist		0.30	
3	Junior Specialist		0.20	
4	Support category		0.10	
Total Resource cost for Consultancy (Sum of the weighted rate/month for resources at S.No. 1 to 4 above)				

Notes:

- a) Service Tax and expenses shall be outside the Resource Cost and should not be included in the above table.
- b) Service Tax shall be billed at prevailing Government rate.
- c) The Out-of-Pocket expenses if any shall be decided separately on project to project basis.
- d) For consideration of their bids, bidders shall have to quote for all the above Resource categories.
- e) The man month rate quoted for year 1 will be subject to an escalation of 10% (ten percent) subsequently for each consecutive year on compounding basis.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____