

INVITATION OF PROPOSAL

for

Carrying out Study on

*“Understanding of the Structural Mechanisms,
Business Models & Best Practices followed by
Professional Bodies in Consulting”*



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Study on

“Understanding of the Structural Mechanisms, Business Models & Best Practices followed by Professional Bodies in Consulting”

Background

Need: To create professional bodies in consulting that will succeed in the future, we must learn to embrace new ways of doing business. The business environment is constantly changing and it is important for enterprise to adapt and innovate to meet these demands

In the aftermath of recent years of severe economic turmoil, and the fast changing global economic scenario, the most significant problem facing association today is the task of creating and sustaining organizations capable of thriving in future. Incremental approaches are wholly inadequate to the speed and intensity of the global challenges facing our organizations.

Thus we need to innovate and develop new business models for enhanced efficiency and sustained growth. Reaching this vital goal demands that associations embark on a comprehensive, dynamic, and ongoing process of reinvention, beginning with an intentional and imaginative effort to design, develop, and implement new business models to fully integrate the inextricably linked pursuits of purpose and profit.

With this background, CDC is conducting this study for enhancing the growth and capability of the professional bodies in consulting for a sustained future growth.



1. Terms of Reference(TOR)

Objectives of the study

The objectives of the study are as follow:

- To identify and cover the structural mechanisms/models, business models, revenue models and other best practices being followed by professional bodies in consulting, both at national and international level.
- To also study the best practices followed in public funded professional bodies in consulting.
- Benchmarking of the best practices, business processes and performance matrices of professional bodies in consulting.
- To design and develop an applicable model, which can be adopted by public funded professional bodies for developing optimum business & revenue model for enhanced functioning and self-sustainability.
- The model should aim to build an indigenous, competent, professional body in consulting to add capacity and capability to an economy.

Scope of the study:

The scope of Work for the study is given below:

- Exploring the existing structural mechanisms, business process/models and practices being followed by professional bodies in consulting.
- Challenges faced by professional bodies with respect to the requirements of the industry and expectations of the Government.
- Studying the best practices followed in public funded professional bodies in consulting internationally.
- Benchmarking the best practices, business processes, revenue models and performance matrices of professional bodies



- Design and develop a model which can be adopted by public funded bodies for developing business and revenue model for enhanced functioning and sustainability.

Deliverables

The following deliverables should be suitably covered in the study:

- ✓ Business Model for enhancing the functioning of public funded professional bodies.
- ✓ Case Studies on best practices followed
- ✓ Draft/ Final Report (both in hard and soft copies)

Time Frame:

The Study is to be completed within a time frame of 6 **(six) 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 3 years' experience.
- Should have executed minimum three (3) projects/study assignments/DPR's in the last 3 years (Both completed and ongoing)
- Should have an average turnover of Rs. 4.0 crore in the last three years.

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. 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 and also the nomenclature of the assignment "*Understanding of the Structural Mechanisms, Business Models & Best Practices followed by Professional Bodies in Consulting*"



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 Content

Financial proposal should be in the form of a lumpsum amount inclusive of all taxes.

The lumpsum quote 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	20 Marks
1.1	Past experience in terms of no of assignments (Project, Study Assignments, DPR's) No of Assignments <ul style="list-style-type: none">o No assignments <=3o No assignments >3 and <5o No of Assignments = 5 & above Marks will be assigned based on the Technical proposal along with the copies of work orders enclosed.	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	15 Marks
3.1	Office, /Branch offices (if any)	5
3.2	Personnel including skills & competencies	10
4	Average Turnover of the firm in last three financial years	15 Marks
4.1	Turnover <ul style="list-style-type: none">o =>4 <7 croreso =>7 <10 croreso 10 crores and above	5 Marks 10 Marks 15 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).

The shortlisted consultants are eligible for further evaluation.



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
- 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



Payment Terms

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

Date for submission of proposal

The Proposals must be sent to CDC office on or before **25th June, 2014** by 1600 hrs.

The proposals to be sent only in hard copy by post/courier/by-hand. Emails will not be considered. The proposals will be opened on 25th June, 2014 at 1600 hrs.

Enquiries & submission of proposals should be addressed to :

Shri S.K Sharma
Head (Business Development)
Consultancy Development Centre
Core 4B 2nd Floor, India Habitat Centre, Lodhi Road
New Delhi - 110 003
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