

INVITATION OF PROPOSAL

for

Carrying out Project on

*“Conceptualizing the Modalities of R&D including a
Gap Analysis Study, Preparation of Modules, Train the
Trainer Programmes and Impact Assessment”*



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

Email: info@cdc.org.in, Website: www.cdc.org.in



Project on

“Conceptualizing the Modalities of R&D including a Gap Analysis Study, Preparation of Modules, Train the Trainer Programmes and Impact Assessment”

Background

Need:

India is poised to play an important role in Global economy, and **Research** is the keystone for widening India’s production potential. India has made its mark in R&D and is now, fast emerging as a preferred destination for cutting-edge research and development (R&D) for global multinationals.

However, India needs to create a new ambience to foster research and development (R&D).The opportunity is much more than what is generally perceived and a lot needs to be done for appropriately promoting India as a hub for R&D outsourcing. The universities, research institutes must be the hotbeds for research activity.

Lack & Need for Skilled Manpower in R&D

There is a need to further develop and empower the human capital to ensure the nation’s global competitive. There is also need to fill the gap between Industry requirements and Academic education. India lags far behind in imparting skill training as compared to other countries. Only 10% of the total workforce in the country receives skill training. The accelerated economic growth has increased the demand for skilled manpower.

The shortage of appropriately skilled labour across many industries is emerging as a significant and complex challenge to India's growth and future. What we have today is a growing skills gap reflecting the slim availability of high-quality college education in India and the galloping pace of the country's service-driven economy. As businesses propose to double and treble their workforces and India Inc. strives to maintain its position in the global marketplace, it has become imperative to prepare and plan for a world-class, competent, talented and innovative workforce.



Indian workforce needs to wake up to the huge potential lying in the field of **research and development**. As India climbs up the R&D ladder, the need for quality recruits in research with business analysis ability is set to increase. Global R&D players are looking for Research oriented mindset, business analysis & enterprise selling abilities in skilled work force in R&D.

However, India also has advantage of the world's youngest work force with a median age way below that of China and OECD countries. India has a unique 20-25 years window of opportunity called the "Demographic dividend", which can be cultivated to build a skilled workforce in the near future, and can fulfill not only its internal demand of skill manpower, but also cater to the labor shortage in other countries.

Thus we need to take proactive steps to fill the existing skill gap in order to leverage its position as a supplier of skilled manpower to the world. A need for generating R&D awareness among academic community, and fostering R&D mindset in India is required. There is dire need for trained and qualified people in core subjects or pure science. **R&D** requires specialized skill sets such as technology specialization, research - oriented mindset, business analysis, enterprise selling and role specific skill sets, and today there are very few organisations in India that can equip students/professionals with such comprehensive set of skills.

We must revitalize research and development in our country. Research is unfortunately not a preferred option, accounting for less than 0.4 per cent of our higher education student population. Thus the Indian R&D education ecosystem needs to be strengthened to explore opportunities for making India the best destination for R&D in future. And we must emphasise and conceptualise means for the development of high quality scientific and technological skilled workforce for R&D.

With this background, CDC is conducting this study for conceptualizing the modalities of R&D including a Gap Analysis Study, Preparation of Modules, Train the Trainer Programmes and Impact Assessment"



1. Terms of Reference(TOR)

Objectives of the study

The objectives of the study are as follow:

- To understand the parameters/attributes required for research through a Gap Analysis Study.
- Based on the gap analysis, identify and conceptualize the attributes/skills required in R&D and develop training modules to meet the Industry requirements.
- The Project should enable a way forward for effective strengthening of skilled manpower to accelerate growth of Indian R&D.

Scope of Work:

The project constitutes a Gap Analysis Study, Development of Train the Trainer Modules, testing the same on pilot scale & conducting Train the Trainer programmes including an impact assessment analysis as follows:

- **Gap Analysis Study**
 - Study and analyse the present status & growth of R&D in country w.r.t the skills and attributes required.
 - Identify the attributes/skills required by the industry to enhance R&D
 - Analysing and defining parameters/attributes/skills required for research & development.
 - Way forward for development and growth of quality research in the country.
- **Preparation of Training Modules & pilot testing**
 - Based on the findings of the study, Design and develop Train the Trainer modules to meet the industry requirements.
 - Conduct 4 Programmes on pilot scale



- Based on the feedback, modify the Training modules.
- **Conduct of Training Programmes & Impact Assessment Study**
 - Organize & conduct Train the Trainer Programmes (for 300 participants). Programmes to be conducted across the country.
 - Carry out Impact Assessment to analyse the benefits accrued from the Training modules in enhancing the quality in research.

Deliverables

The following deliverables should be suitably covered in the study:

- Report on Gap Analysis Study - Report on Bottlenecks in R&D (quality research, skilled manpower etc), Best practices followed in other countries
- Train the Trainer Modules
- 4 Pilot programmes
- Conduct /Organise Train the Trainer programmes(for 300 participants) across country
- Impact Assessment analysis

Time Frame

The Project is to be completed within the stipulated time frame from the date of the Award of Contract as follows:

- **8 Months** - Gap Analysis Study + Preparation of Train the trainer Modules including conduct of 4 pilot Programmes.
- **5 Months** - Conduct of Train the trainer programmes across country (300 participants) + Impact Assessment analysis



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. 3.0 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 "CDC Project on



Conceptualizing the Modalities of R&D including a Gap Analysis Study, Preparation of Modules, Train the Trainer Programmes and Impact Assessment”

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

S.No	Activity	Amount (₹) Rs. (inclusive of taxes)
1	Gap Analysis Study + Design & Development of Train the Trainer Modules + Conduct of 4 pilot programmes	
2	Conduct of Train the Trainer Programmes (for 300 participants) across country + Impact Assessment analysis	
	Total Amount (Rs.)	

Note:

- The Financial proposal should be given in the above format. However for the purpose of evaluation the total amount would be considered.
- 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.

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 =>3 <5 croreso =>5 <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)

- o The financial proposals of only technically shortlisted consultants will be opened and will be ranked in terms of their total evaluated cost.
- o 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%.
- o 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/Incorporation of the Company/ Agency;
- Details of Key Personnel for the project

Payment Terms

Payment terms for activity no. 1 (as stated in financial proposal content) are as follows:

Payment Terms	Milestones
20%	<ul style="list-style-type: none">- On acceptance of proposal & Signing of Contract Agreement- Submission of Performance Bank Guarantee- Submission of Inception Report
40%	On Submission and acceptance of Gap Analysis Study Report
30%	Design & Development of Train the Trainer Modules
10%	On conduct of 4 pilot programmes

Payment terms for activity no. 2 will be decided after completion of activity no. 1



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 hand/post/courier. 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
Tel: 91 11 24603425; 24602601
Fax: 91 11 24602602
Email: sksharma@cdc.org.in
Website: www.cdc.org.in
