

No.12(2)/2016-EDI
Government of India
Ministry of Micro, Small and Medium Enterprises

Udyog Bhawan,
New Delhi- 110011.
Dated the 2nd November, 2016

To

[As per list enclosed]

Subject: Letter of Invitation for evaluation of Office of DC(MSME)'s scheme- Credit Linked Capital Subsidy Scheme (CLCSS) under the Scheme of Surveys, Studies and Policy Research.

Sir/ Madam,

We invite proposal for the Assignment titled "**Credit Linked Capital Subsidy Scheme (CLCSS)**". More details of the Assignment are provided in the enclosed Terms of Reference (TOR).

2. This letter of Invitation has been addressed to the short listed institutions as per the **List** enclosed. It is not permissible for the addressees to transfer this invitation to any other Institution.
3. With this Letter of Invitation, the following documents are enclosed:
 - (i) Details of the Scheme, Terms of Reference (**TOR**) of the Assignment and Criteria for bid evaluation, etc. are at **Annexure**.
 - (ii) Standard form of Certificates to be included in the proposal (**Annexure-A, Annexure-B and Annexure-C**).
 - (iii) Standard Form of Agreement.
 - (iv) Copy of the Scheme of Surveys, Studies and Policy Research (also available on <http://msme.gov.in>).
4. We will be happy to receive your proposal for undertaking this Assignment. The evaluation of the proposal (s) received will be done by the Scrutiny Committee referred to in paragraph 3(v) of the Scheme document and, on approval, the decision will be communicated to you.
5. Your detailed proposal and the Financial Proposal should be in **two separate and sealed covers**. The reference No. of this letter and the title of the assignment should be **superscribed** on the envelope containing the proposal.
6. The address for submitting the proposal is as follows:
Deputy Secretary (EDI-Section), Ministry of Micro Small and Medium Enterprises, Room No.356-A, Udyog Bhawan, New Delhi 110011. Tel: 011-23061636.

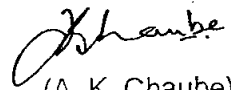
Contd../.

7. The proposal may be delivered at the Reception Counter at Gate No.12 or dropped in Tender Box (Ministry of MSME) at Gate No.8, Udyog Bhawan. The proposal **must reach** the above mentioned address **by 2.00 PM on 01.12.2016**. The bids shall be opened on the same date i.e. **01.12.2016 at 3.00PM** in the presence of representatives of the bidders duly authorized by the respective bidder. The date and time for opening of the financial bids of the eligible bidders will be intimated separately.

8. Soft copy of this invitation along with enclosures is available on this Ministry's Website.(<http://msme.gov.in/mob/Tender.aspx>). Hindi version will follow.

Encl: a/a

Yours faithfully,



(A. K. Chaube)

Deputy Secretary to the Govt. of India.

Tel.No.23061636

Copy to:

Shri Shubhendu Kumar, Technical Director, NIC for uploading on the official website of M/o MSME under the tender notice icon with the heading as 'Letter of Invitation for evaluation of Office of DC(MSME)'s scheme- Credit Linked Capital Subsidy Scheme (CLCSS) under the Scheme of Surveys, Studies and Policy Research.'

LIST

1. The Director, Indian Institute of Management, Vastrapur, Ahmedabad 380015, Gujarat, INDIA Tel: +91-79-66323456 / 26308357, Fax: +91-79-26306896.
2. The Director In-charge, Indian Institute of Management Bangalore, Bannerghatta Road, Bangalore, India, Pin Code: 560 076, Phone Number: +91-80-26582450 / 26993996, Fax Number: +91-80-26584050 / 26584004 / 26584181 / 26581602.
3. The Director, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata (Calcutta) – 700104, West Bengal, INDIA.
4. The Director, Indian Institute of Management Lucknow, Prabandh Nagar, IIM Road, Lucknow, Uttar Pradesh 226013 Phone: 0522 273 4101 91-522-2736601/03/04, 669601/03/04.
5. The Director, Institute of Rural Management, Post Box No. 60, Anand 388001. Gujarat. India. Contact: 02692 - 260 391 / 260 181, Fax: 02692 – 260188.
6. The Dean, Indian Institute of Management Kozhikode, IIMK Campus P. O., Kozhikode, Kerala, India, PIN - 673 570
7. The Director, Prabandh Shikhar, Rau-Pithampur Rd, Indore, Madhya Pradesh 453556 Phone: 0731 243 9666.
8. The Director, Management Development Institute, Mehrauli Road Sukhrali, Gurgaon - 122 007 INDIA Tel + 91-124-4560000 4560002 Fax + 91-124-4560456.
9. The Director, Institute for Financial Management and Research, Chennai City Campus, # 24, Kothari Road, Nungambakkam, Chennai – 600 034.
10. The Chief Administrative Officer, National Institute of Financial Management, Sector 48, Pali Road, Faridabad 121 001 Haryana India HA ,+91-129-2465444 +91-129-2465258, +91-0129-2418867 +91-0129-2423593.
11. The Director, NIBM, NIBM Post Office, Kondhwe Khurd, Pune 411 048, INDIA ,Fax: 0091-20-26834478 Telephone: 0091-20-26716000.
12. The Director, Tata Management Training Centre, 1, Mangaldas Road, Pune – 411001, India., Call : 91 20 6609 1000, Fax : 91 20 2612 2338.
13. The Director, XLRI - Xavier School of Management, Circuit House Area, Sonari, Jamshedpur, Jharkhand 831001, Phone: 0657 665 3333.
14. The Director (Vice Chancellor), Indira Gandhi Institute of Development Research, 5, Gen AK Vaidya Marg, Film City Road, Santosh Nagar, Goregaon, Mumbai, Maharashtra 400065, Phone: 022 2841 6200.
15. The Director, Institute for Social and Economic Change, Nagarabhavi Bengaluru 560072, Phone : 080-23217010.
16. The Director, Gokhale Institute of Politics and Economics, BMCC Road, Deccan Gymkhana, Pune – 411004, Maharashtra, India, PHONE: +91-20- 25650287, FAX: +91-20-25652579.
17. The Director, Indian Council for Research on International Economic Relations, Core 6A, 4th Floor, India Habitat Center, Lodhi Road, New Delhi 110003, Tel (91-11) 43 112400, Fax (91-11) 24620180, 24618941.

18. The Director, TISS Mumbai Campus, V.N. Purav Marg, Deonar, Mumbai 400088
Telephone: 91-22-2552 5000, Fax: 91-22-2552 5050.
19. The Director, National Council of Applied Economic Research, Parisila Bhawan, 11 IP Estate, New Delhi, Delhi 110002, Phone: 011 2337 9861.
20. The Chairman, Centre for Monitoring Indian Economy, Apple Heritage, 54-C, Andheri - Kurla Rd, Hanuman Nagar, Andheri East, Mumbai, Maharashtra 400093, Phone: 096487 65700.
21. The Director, National Institute of Labour Economics Research and Development, Sector A-7, Narela Institutional Area, Delhi-110 040, INDIA, Phone: (+ 91 11) 27787215/16/17, Fax: (+ 91 11) 27783467.
22. The Director, Institute of Economic Growth, University Enclave, University of Delhi (North Campus), Delhi 110 007, India, Phone: 91-11-27666364 / 6367, 27667101 / 7288 / 7365/7424, Fax: 91-11-27667410.
23. The Director, Vaikunthbhai Mehta Research Centre for Decentralised Industries, Plot No. 107, Sector 15, Anusandhan Kendra, Sakal Bhawan Marg, C.B.D. Belapur, Navi Mumbai - 400 614. Tel.: (022) 757 5935, 757 0617 Fax : (022) 757 5939.
24. The Director, Rajiv Gandhi Institute for Contemporary Studies Rajiv Gandhi Foundation, Jawahar Bhawan, Dr. Rajendra Prasad Road, New Delhi-110 001 (India), Tel: +91-11-23312456; 23755117, Fax: +91-11-23755119.
25. The Director, Centre for Development Studies, Prasanth Nagar, Medical College P.O, Ulloor, Thiruvananthapuram 695 011, Kerala, India. Email: director at cds.ac.in, General Telephone: +91-471-2774200, 2448881-2 FAX : +91-471-2447137, +91-471-2448942
26. The Director, Madras Institute of Development Studies, 79, Second Main Road, Gandhinagar, Adyar, Chennai, Tamil Nadu, INDIA, Pin Code: 600 020, Telephone: 0091 - 44 - 24412589 24411574 24412295 24419771, Fax: 0091 - 44 - 24910872.
27. The Chairman, Credit Rating and Information Service of India Limited (CRISIL), CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai-400 076 INDIA, Phone : +91-22-3342 3000, Fax : +91-22-3342 3001.
28. The Chairman, Pricewaterhouse Cooper, New Delhi, 11-A, Sucheta Bhawan, Vishnu Digamber Marg, Delhi 110002 Phone: 011 4115 0000.
29. The Director, Deloitte Touch India Pvt. Ltd., Old No. 37, New No. 52, 7th Floor, ASV N Ramana Tower, Venkatnarayana Road, T. Nagar, Chennai, Tamil Nadu 600017, Phone: 097125 00076.
30. The Director, ICRA Limited, 1105, Kailash Building, 11th Floor, 26, Kasturba Gandhi Marg, New Delhi—110001, Tel: +91-11-23357940-50; Fax: +91-11- 23357014.
31. The Chairman, All INDIA MANAGEMENT ASSOCIATION (AIMA), DELHI, #24-25, 4th Floor, Andhra Association Building, Lodhi Road, Institutional Area, New Delhi, Delhi 110003, Phone: 011 2464 5100.
32. The Registrar, Indian Institute of Foreign Trade, IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi, Delhi 110016, Phone: 011 2696 5124.
33. The President, ICMR - Indian Council for Market Research (A Division of Planning Consulting (India) Pvt. Ltd.) Level- 0, IIPM Campus Satbari, Chandan Haula, Chattarpur Road, New Delhi-110074, INDIA

34. The Director, Entrepreneurship Development Institute of India, Ahmedabad, Gandhinagar-Ahmedabad Rd , Next to Apollo Hospital, Bhat, Ahmedabad, Gujarat 382428, Tel. 079 2396 9151.
35. The Director General, NIESBUD, A-23, Sector-62, Institutional Area, Phase-II, Noida - 201 301, U.P.
36. The Director, Indian Institute of Entrepreneurship (IIE), Basistha Chariali, Lalmati, 37, National Highway Bypass, Guwahati - 781 029.
37. The Director, Indian Institute of Public Administration, Indraprastha Estate, Ring Road, Mahatma Gandhi Marg, New Delhi, Delhi 110002, 23702434(D), 23468321, 23702440.
38. The Head, ISIBC, Indian Statistical Institute, Bangalore, 8th Mile, Mysore Road, RVCE Post, Bengaluru, Karnataka 560059, Phone: 095350 18941.
39. The Director, Indian Institute of Quality Management, IIQM, ETDC, Campus, Malviya Industrial Estate, Jaipur, Rajasthan 302017, Phone: 0141 275 1358.
40. The Chairman, National Institute of Industrial Engineering, IIT Area, Powai, Towards Ramada Hotel, Near L & T, Saketvihar Lake Road, Mumbai, Maharashtra 400087, Phone: 086521 87981.
41. The Director General (I/C) Administrative Staff College of Hyderabad, BellaVista, Raj Bhavan Road, Khairatabad, Hyderabad, Telangana 500082, Phone: 040 6653 3000.
42. The Director General, National Productivity Council, Utpadakta Bhawan, 5-6, Institutional Area, Lodhi Rd, New Delhi, Delhi 110003, Phone; 011 2469 033.

42

2/11/16

Government of India
Ministry of Micro, Small and Medium Enterprises



सत्यमेव जयते

No. 12(2)/2016-EDI

**Proposal for Conduct of Evaluation of Plan Scheme 'Credit Linked
Capital Subsidy Scheme (CLCSS)' For Technology Upgradation of
Micro & Small Enterprises:
Selection of Agency**



November, 2016

Evaluation of Plan Scheme- Credit Linked Capital Subsidy Scheme (CLCSS)

1. PURPOSE / INTENT

The purpose / intent of the proposal is for selection of Agency for undertaking independent evaluation of Plan Scheme 'Credit Linked Capital Subsidy Scheme (CLCSS)' to assess the impact of outcomes achieved by the above named scheme in a comprehensive manner.

2.1 Background

The Office of Development Commissioner (Micro, Small and Medium Enterprises) being an apex body for formulating and overseeing implementation of the policies for the development of MSMEs in the country, is playing a very positive and constructive role for strengthening this vital sector. It functions through a network of MSME-DIs, Regional Testing Centres, Footwear Training Institutes, Production Centres, Field Testing Stations and specialized institutes. It renders services such as advising the Government in Policy formulation for the promotion and development of MSMEs; providing techno-economic and managerial consultancy, common facilities and extension services to MSME units; providing facilities for technology upgradation, modernization, quality improvement and infrastructure; developing Human Resources through training and skill upgradation etc. The Ministry of Micro, Small & Medium Enterprises (MSME) is operating a scheme for technology upgradation of MSMEs called the Credit Linked Capital Subsidy Scheme (CLCSS). The Scheme aims at facilitating technology upgradation by providing upfront capital subsidy to SSI units, including tiny, khadi, village and coir industrial units, on institutional finance (credit) availed of by them for modernisation of their production equipment (plant and machinery) and techniques. The Scheme (pre-revised) provided for 12 per cent capital subsidy to SSI units, including tiny units, on institutional finance availed of by them for induction of well-established and improved technology in selected subsectors/products approved under the Scheme. The eligible amount of subsidy calculated under the pre-revised scheme was based on the actual loan amount not exceeding Rs.40.00 Lakh.

2.2 Details of Scheme proposed for Independent Evaluation

The Ministry of Micro, Small & Medium Enterprises (MSME) is operating a Scheme for technology upgradation of MSMEs called the Credit Linked Capital Subsidy Scheme (CLCSS). The Scheme aims at facilitating technology upgradation by providing upfront capital subsidy to SSI units, including tiny, khadi, village and coir industrial units, on institutional finance (credit) availed of by them for modernization of their production equipment (plant and machinery) and techniques. The Scheme (pre-revised) provided for 12 per cent capital subsidy to SSI units, including tiny units, on institutional finance availed of by them for induction of well-established and improved technology in selected subsectors/products approved under the Scheme. The eligible amount of subsidy calculated under the pre-revised scheme was based on the actual loan amount not exceeding Rs.40.00 Lakh.

2.2.1 Objective of the Scheme

The Scheme aims at facilitating technology upgradation by providing 15 per cent upfront capital subsidy with effect from the 29th September, 2005 (12 per cent prior to 29.09.2005) to SSI units, including tiny, khadi, village and coir industrial units (hereinafter referred to as SSI units), on institutional finance availed of by them for induction of well-established and improved technologies in the specified subsectors / products approved under the scheme.

2.2.2 Scope of the Scheme

The scheme would cover the following technology needs / products/sub sectors:

- i) Biotech Industry
- ii) Common Effluent Treatment Plant
- iii) Corrugated Boxes
- iv) Drugs and Pharmaceuticals
- v) Dyes and Intermediates
- vi) Industry based on Medicinal and Aromatic plants
- vii) Plastic Moulded/ Extruded Products and Parts/ Components
- viii) Rubber Processing including Cycle/ Rickshaw Tyres
- ix) Food Processing (including Ice Cream manufacturing)
- x) Poultry Hatchery & Cattle Feed Industry
- xi) Dimensional Stone Industry (excluding Quarrying and Mining)
- xii) Glass and Ceramic Items including Tiles
- xiii) Leather and Leather Products including Footwear and Garments

- xiv) Electronic equipment viz test, measuring and assembly/ manufacturing, Industrial process control; Analytical, Medical, Electronic Consumer & Communication equipment etc.
- xv) Fans & Motors Industry xvi) General Light Service(GLS) lamps
- xvii) Information Technology (Hardware)
- xviii) Mineral Filled Sheathed Heating Elements
- xix) Transformer/ Electrical Stampings/ Laminations /Coils/Chokes including Solenoid coils
- xx) Wires & Cable Industry xxi) Auto Parts and Components
- xxii) Bicycle Parts
- xxiii) Combustion Devices/ Appliances
- xxiv) Forging & Hand Tools
- xxv) Foundries – Steel and Cast Iron xxvi) General Engineering Works
- xxvii) Gold Plating and Jewellery
- xxviii) Locks
- xxix) Steel Furniture
- xxx) Toys
- xxxi) Non-Ferrous Foundry
- xxxii) Sport Goods
- xxxiii) Cosmetics
- xxxiv) Readymade Garments
- xxxv) Wooden Furniture
- xxxvi) Mineral Water Bottle
- xxxvii) Paints, Varnishes, Alkyds and Alkyd products
- xxxviii) Agricultural Implements and Post-Harvest Equipment
- xxxix) Beneficiation of Graphite and Phosphate
- xxxx) Khadi and Village Industries
- xxxxi) Coir and Coir Products
- xxxxii) Steel Rerolling and /or Pencil Ingot making Industries
- xxxxiii) Zinc Sulphate
- xxxxiv) Welding Electrodes
- xxxxv) Sewing Machine Industry.

As the Scheme progresses, the list of products / subsectors may be expanded by inducting new technologies / products / subsectors with the approval of the Competent Authority, i.e. the Governing and Technology Approval Board (GTAB) / Technical Sub Committee(TSC) of the CLCSS.

3 Objective of the Assignment/Scope of work/ Terms and References

The scope of work is 360° evaluation study of the scheme referred to in Section 2.2 with an objective to find out their usefulness, impact and suggestions for improving the efficiency of operation.

3.1 Terms and References (TOR)

The Terms of Reference (ToR) for Evaluation Study on the Credit Linked Capital Subsidy Scheme (CLCSS) for Technology Up-gradation of Micro and Small Enterprises are as follows: -

1. To assess the impact of the Scheme in overall development of the MSE Sector with particular reference to the improvement in terms of the following parameters, due to adoption of upgraded technology/machinery, in measurable terms to the extent possible:

a) Qualitative improvement made by the enterprise and its impact on efficacy, costs and profitability.

b) Facilities created by the Micro and Small Enterprises under the technology up-gradation for checking and improving manufacturing and other processes / standardisation and quality control.

c) Productivity improvement due to technology up-gradation and reduction in rejection rate.

d) Energy conservation/saving and pollution control.

e) Effective changes in turnover and exports.

f) Effective changes in additional employment generation.

2. To assess the feasibility and applicability of the Scheme to make it broad based to include all sectors of MSEs.

3. To evaluate whether the eligible technology/machinery under all approved sub-sectors fulfilled the intended objective of the CLCS Scheme i.e., effectiveness of the approved technology/machinery in comparison to that of prevailing national standards.

4. To suggest augmentation of advanced technology/machinery and replenishment of obsolete or redundant machinery/technology already approved.
5. To evaluate the key issues pertaining to sustainability of the impact of the Scheme.
6. To assess the effectiveness of the current implementation through Online Application and Tracking System for CLCSS and to highlight the deficiencies of the Scheme in terms of its design or delivery mechanism, if any, and to suggest schematic changes or procedural modifications required to make the system robust and user-friendly.
7. To suggest measures for inclusion of time line concept in the MIS of Online Application and Tracking System of CLCSS for different implementation levels to address completely the delay in submission of claim application and processing of the same.
8. Assessment of procedures for the proposal evaluation and selection under the Scheme.
9. Budgetary impact of the implementation of the Scheme viz-a-viz its economic impact on beneficiaries and overall impact on the SME Sector.
10. To determine the outreach and access of the Scheme in general with particular reference to the North-Eastern Region and suggest ways and means to improve the outreach and access of the Scheme in the North-Eastern Region (NER) & for SCSP and TSP Category.
11. To assess the economic impact of the Scheme on intended beneficiaries, including women, SC/ST and NER beneficiaries.
12. Potential negative impacts or risks to be monitored, if any, and suggestive remedial measures.
13. Preparation of evaluation benchmarks of progress and performance of the Scheme.

14. Identification of similar schemes under operation with Govt. of India/State Govt./UT Admin and private sector initiating with similar objectives and suggest measure for convergence to achieve efficient use of resources.

15. Assess role and efficacy of the existing institutional arrangements in delivering the services for overall improvement and suggest modification to operative practices for facilitating integration with major changes being ushered in through reforms under progress.

16. Recommendation with reasons for continuation / discontinuation of the Scheme with the impact on MSEs.

17. To evaluate sector specific requirement of technologies including review of the list of existing approved technology.

18. To examine the need of notifying a negative list of technologies, in the context of rapid change in technological development, in lieu of the extant approved list of technologies that are eligible under CLCSS.

4. Time Schedule

The duration of the completion of the evaluation study is three months from the date of commencement of the assignment.

5. Duration of Consultancy

The study needs to be completed and draft report should be submitted within 45 days. Revisions in draft report submitted, as suggested by agencies as deemed necessary by the Govt., need to be completed within one month from the date of such revisions/directions.

6. Deliverables

Final Report of Evaluation Study (25 bound Copies of size 8.3 x 11.7 inches) to the satisfaction of competent authority along with soft copy in formats as prescribed by competent authority.

Contd/...

7. **BID EVALUATION CRITERIA AND SELECTION PROCESS OF THE AGENCY:**

(a) Bidding process

- (i) The Bidding will be based on the Quality cum Cost Based Selection. The Ministry invites two part bids from invited institutions/consultants for the scope of work mentioned in the document. The two Part bid shall consist of Part-I-Technical bid and Part-II-Financial bid. Technical Bid Comprises of 70% weightage and the Financial Bid Comprises of 30% weightage.
- (ii) Technical Bid and Financial bid should be submitted in two separate envelopes superscribed "**Technical Bid**" and "**Financial Bid**" respectively. The Technical Bid would be opened first. The Financial Bid (**to be provided in a separate sealed cover**) would be opened only in the case of those tenderers /bidders who qualify the technical evaluation and meet the requisite parameters laid down by the Ministry of MSME.

Following **supporting documents** should be enclosed with the technical bid, failing which the bid will be liable for rejection: -

1. Certificate/work order supporting the work done under National Evaluation Study clearly giving details of name of the States covered for each study.
 2. Certificate of registration of the organization.
 3. Details of experts at National Level and Zonal Level with their biodata clearly giving designation, qualification, relevant experience, work done, address, phone number etc.
 4. Details of offices of the agency / associates in the Country with full address and phone number.
 5. Chartered Accountant certified balance sheet of last 3 years (2013-14, 2014-15 and 2015-16) to indicate the turnover of the organization.
- (iii) The Ministry of MSME may waive any minor infirmity, nonconformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.

- (iv) Prior to the detailed evaluation, the Ministry of MSME will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that confirms to all the terms, conditions, scope of work and specifications of the Bid Documents without material deviations, objections, conditions or reservations.

A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and/or is inconsistent with the Bid Documents or the Ministry of MSME's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.

- (v) If a Bid is not substantially responsive, it will be rejected by Ministry of MSME, and may not subsequently be made responsive by the Bidder by correction of the non- conformity.

(b) **SCORE CARD FOR TECHNICAL EVALUATION**

- (vii) The bids will be evaluated by Ministry of MSME to ascertain the technically and commercially responsive bid for the complete scope of work, as detailed below:

- I. The marks for technical evaluation of the bids are as under: -

Sr. No.	Particulars	Marks
1.	Marks for Technical Evaluation	Total 100 Marks
1.1	Experience & Quality of the team on similar studies.	30 Marks
1.2	Experience & Quality of Past studies conducted by the Institute.	30 Marks
1.3	Marks for Presentation	40 Marks

II. Marks for Presentation- 40 Marks

A	Understanding of the context	20
i.	Understanding of the scheme	10
ii.	Understanding of the scope of work	10
B	Approach & Methodology	10
i.	Approach to the study	05
ii.	Methodology	05
C	Team Deployment & Timelines	10
i.	Composition of team, planning and deployment	5
ii.	Adhering to timelines	5

For qualifying in the technical bid minimum combined score (I+II) will be 60 marks out of 100 marks for opening of financial bid.

After the technical evaluation is completed, Ministry of MSME shall notify those bidders, who qualify in the technical evaluation meeting the minimum score requirement of 60 marks out of 100 as detailed above and their financial bid will be opened. The financial bid shall be opened in the presence of the qualified bidders or their authorized representatives, who may choose to attend the bid opening.

(c) Financial proposal

The Evaluation Committee of the Ministry of MSME will assess the financial bids of the bidders. A Final score would be generated by giving 70% weightage to the score of technical evaluation and 30% weightage to the Financial Bids and **accordingly the work will be awarded to the bidder with highest Final Score according to the following formula: -**

$$\text{Final Score} = [W(t) \times S(t)] + [W(f) \times S(f)]$$

Where: -

W(t)= Weightage to the Technical Score (70%)

S(t)= Technical Score

W(f)= Weightage to Financial Quote (30%)

S(f)= Financial Score = (Lowest Quote/Consultant's Financial Quote)x100.



CONSULTANT'S ORGANISATION AND EXPERIENCEA – Consultant's Organisation

[Provide here a brief (note more than two pages) description of the background and organisation of your entity and each associate, if any, for this assignment.]

B – Consultant's Experience

[Using the format below, provide information on each assignment for which your entity, and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name :	Approx. value of the contract (in Rupees) :
Country : Location within country :	Duration of assignment (months) :
Name of client :	
Address :	
Start date (month/year) : Completion date (month/year) :	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's
Name: _____

I General Description of Team

Sr. No.	Name of Team Leader & Staff	Position	Input (Staff-months)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note: CV of the Team Members to be provided in the format given at Annexure B-I.

**CURRICULUM VITAE (CV) OF PROPOSED
PROFESSIONAL STAFF FOR THE ASSIGNMENT**

1. **Proposed Position** [only one candidate shall be nominated for each position]:-

2. **Name of Entity** [Insert name of entity proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____
4. **Date of Birth:** _____ **Nationality:** _____
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. **Publications** (Indicate books, research papers and other articles published in reputed journals).
8. **Other Training(s)** : [Indicate significant training since degrees under 5 – Education were obtained]:

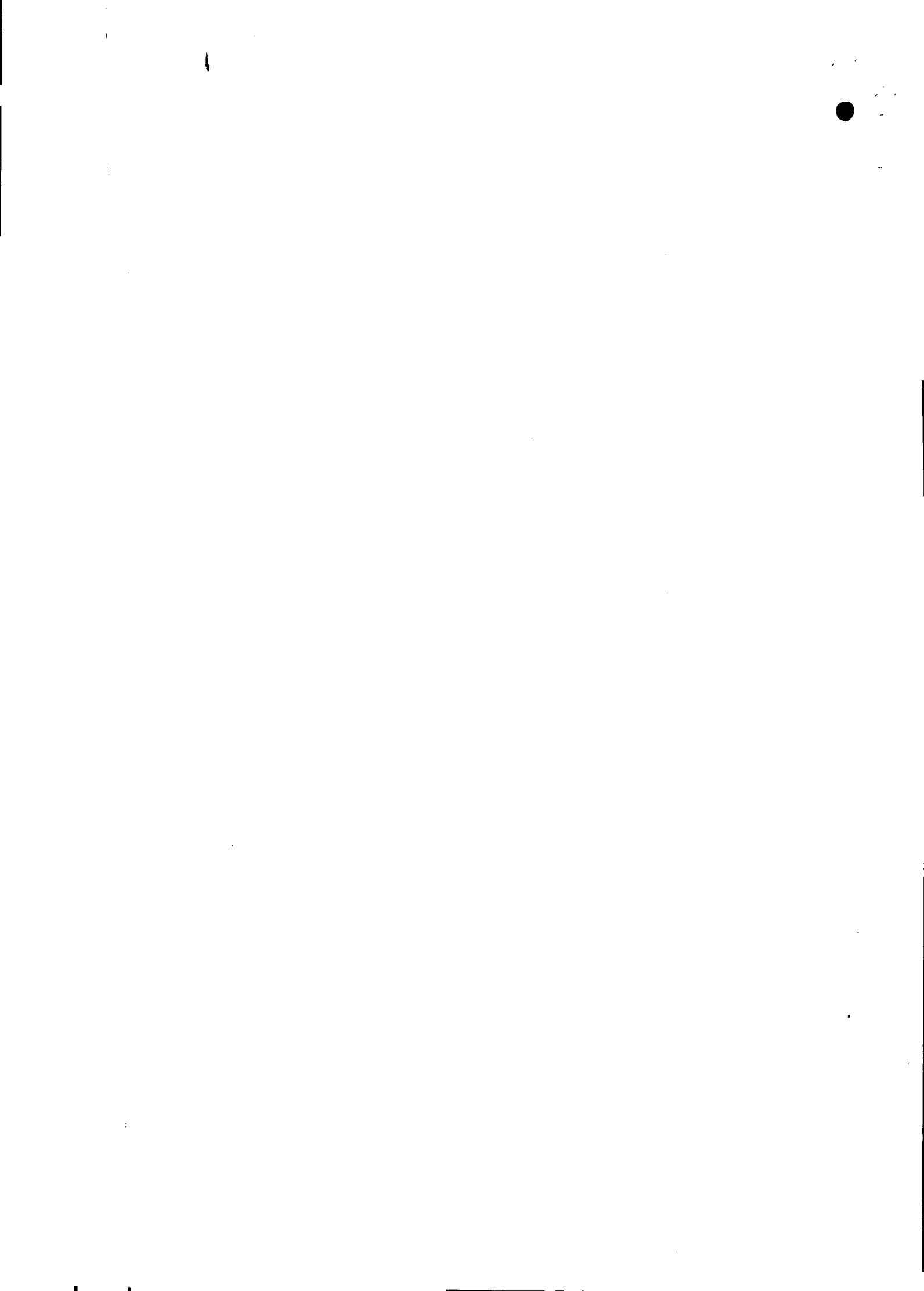
9. **Countries of Work Experience** : [List countries where staff has worked in the last ten years]:

10. **Employment Record:** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____



11. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks

Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10].

Name of assignment or project _____

Year _____

Location _____

Client _____

Main project features: _____

Positions held: _____

Activities performed: _____

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative: _____

CONSULTANTS FINANCIAL PROPOSAL
(In Separate Sealed Cover)

- (a) Cost of the Study/Survey/Research Paper : Rs.
(based on team and staff inputs and all
Necessary activities as per ToR)
- (b) Service Tax : Rs.
- (c) Total Cost (a+b) : Rs.

Note :

Note : No separate payment towards overheads, equipment, accommodation, procurement of primary and /or secondary data, necessary travel (if any), etc. shall be allowed.

**AGREEMENT FOR CONSULTING SERVICES
FOR SURVEYS, STUDIES AND RESEARCH PROJECTS**

AGREEMENT

THIS AGREEMENT is entered into this [Date to be inserted] between the President of India acting through Secretary, Ministry of Micro, Small and Medium Enterprises, Government of India, having its principal place of business at Udyog Bhawan, New Delhi – 110011, and [insert Consultant's name] ("the Consultant") having its principal place of business at [insert Client's address] acting through _____.

WHEREAS, the Government wishes to have the Consultant perform the Assignment hereinafter referred to, and

AND WHEREAS, the Consultant is willing to perform this Assignment,

NOW, THEREFORE, THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the assignment specified in **Annexure A, "Terms of Reference and Scope of Assignment,"** which is an integral part of this Agreement (the "Assignment").
 - (ii) The Consultant shall provide the personnel listed in **Annexure B, "Consultant's Personnel,"** to perform the Assignment.
 - (iii) The Consultant shall submit to the Government the reports in the form and numbers and within the time periods specified in **Annexure C, "Consultant's Reporting Obligations."**
2. **Term**

The Consultant shall perform the Assignment [within _____ months from the date of this Agreement], or any other period as may be subsequently agreed by the parties in writing, subject to liquidated damages for the delay attributable to the Consultant.
3. **Payment**
 - A. **Ceiling**

For the Assignment, the Government shall pay the Consultant the sum of **[insert amount]**. This amount includes all of the Consultant's costs and deliverables as well as any tax obligation that may be imposed on the Consultant.
 - B. **Schedule of Payments**

The schedule of payments is specified below:

[insert currency and amount] upon the Government's receipt of a copy of this Agreement signed by the Consultant;
[insert currency and amount] upon the Government's receipt of the draft report from Consultant, acceptable to the Government;
and
[insert currency and amount] upon the Government's receipt of the final report from Consultant and acceptable to the Government.
[insert currency and amount] Total

C. Payment Conditions

(i) Payment on signature of this Agreement shall be made against a bank guarantee of equivalent amount from a Scheduled Bank in favour of the Government _____ till receipt of the draft report from Consultant and acceptable to the Government.

(ii) Final payment shall be made not later than 6 weeks, following submission by the Consultant of complete invoices in duplicate to the Coordinator designated in paragraph 4 or acceptance of the Report by the Government whichever is later.

4. **Project Administration**

A. Coordinator

The Government designates Shri/ Smt. [insert name and designation] as the Government's Coordinator; for this Assignment. The Coordinator will be responsible for the coordination of activities under this Agreement, for acceptance and approval of the reports and of other deliverables by the Government and for receiving and approving invoices for the payment.

B. Reports

The reports listed under Para 4 and 5 of the guidelines of the Scheme shall be submitted in the course of the Assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. **Performance Standards**

The Consultant undertakes to perform the Assignment with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly but not later than ___ days replace any employees assigned under this Contract that the Government considers unsatisfactory.

6. **Confidentiality** The Consultant shall not disclose any proprietary or confidential information relating to the Services, this Agreement or the Government's business or operations without the prior written consent of the Government.
7. **Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Government under the Agreement shall belong to and remain the property of the Government. The Consultant may retain a copy of such documents and software for the purpose of this Agreement.
8. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage at its own cost.
9. **Re-Assignment** The Consultant shall not re-assign this Agreement or sub-contract any portion of it without the Government's prior written consent.
10. **Dispute Resolution** Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration [in accordance with the provisions of.....Act] to an arbitrator nominated by the Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.
11. **Events of Default**
 - (i) Delay in furnishing of any report within the period mentioned for in Annex C. Provided that there shall not be default for the period of Force Majeure and delays solely attributable to the Government.
 - (ii) Any report being non-acceptable to the Government for lack of professional quality.
 - (iii) Breach of any of the terms of this Agreement.
12. **Consequences of Default**
 - (i) On the occurrence of any of the event of default on the part of Consultant, the Government may terminate this Agreement and claim refund of any money paid or invoke the bank guarantee and refuse to make any more payment.
 - (ii) In case of default being limited to delay only not exceeding 5 weeks, the Government, may in the alternative, claim the agreed liquidated damages @ 5% of the amount of contract for every week of delay, not exceeding in any case 25% of the amount of contract. The amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the Consultant.

13 Force
Majure

The Parties shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the contract by an event of Force Majure. A party claiming relief on this account shall immediately on becoming aware of Force Majure event give notice to the other party disclosing the manner in and the period during which performance of its obligation is likely to be affected.

For the purpose of the Agreement Force Majure means Acts of God, wars or similar action affecting India Civil Commotions or general strike (excluding by its own employees) lying beyond the reasonable control of the affected Pary.

14 Notice

The address of the Parties for all communication is :

Government :

Consultant :

All notices with the aforesaid address sent by pre-paid registered-post or speed post or sent by fax with confirmation of its delivery or e-mail shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at the addressee's end.

Any change of address will not be valid unless acknowledged by the other party.

IN WITNESS WHEREOF, the representatives of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this ___ day of ____

For and on behalf of the President
of India (THE GOVERNMENT)

FOR THE CONSULTANT

Signed by _____

Signed by _____

Designation: _____

Designation: _____

In presence of _____

In presence of _____