Micro Small and Medium Enterprise (MSME) Umbrella Programme

Component: MSME Support Policies and Programme

PN: 09.2459.7-003.00

REQUEST FOR PROPOSAL

Public Procurement Policy for MSE 2012: Enhancing MSE's Access to Public Procurement

Deutsche GesellschaftfürInternationaleZusammenarbeit (GIZ) GmbH,
GIZ Office, B 5/1, First Floor, Safdarjung Enclave
New Delhi 110029, India

TITLE OF THE ASSIGNMENT	**Public Procurement Policy for MSE 2012: Enhancing MSE's Access to Public Procurement**
TENDER NUMBER	
CONTRACT PERIOD	5 months
DATE OF ISSUE	12th June 2014
CLOSING DATE	4th July 2014

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Section 1 — Letter of Invitation

From:

Procurement Manager
German Development Cooperation
Deutsche GesellschaftfürInternationaleZusammenarbeit (GIZ) GmbH,
GIZ Office, B 5/1, First Floor, Safdarjung Enclave
New Delhi 110029,India

To:

All Prospective Bidders

Dear Sir/Madam,

1. Office of DC MSME, Ministry of Micro Small and Medium Enterprises, Govt. of India - Deutsche GesellschaftfürInternationaleZusammenarbeit (GIZ) GmbH are implementing the "MSME Policies and Programmes" component of the "MSME Umbrella Programme for MSME Promotion".
2. GIZ invites bids from reputed and experienced consultancy firms for providing the following consulting services: **'Enhancing MSE's Access to Public Procurement'**
3. This RFP is available to all eligible prospective consulting firms.
4. The RFP includes following documents:
   Section 1 - Letter of Invitation
   Section 2 - Instructions to Consultants (local)
   Section 3 - Terms of Reference
   Section 4 - Technical Proposal - Standard Formats
   Section 5 - Financial Proposal – Standard Formats
5. General Terms of Contract governing Contracts with Appraisers/Firms of Consultants is enclosed and constitutes a part of the tender package.
6. A firm will be selected under **Single Stage- two envelop bid on Quality-cum-Cost Based Selection (QCBS)** Method and procedures described in this RFP, in accordance with the policies of GIZ.
7. GIZ reserves the rights to cancel / modify this tender without assigning any reasons.

Yours sincerely,

Section 2 — Instructions to Consultants

The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for this assignment. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant. Consultants are expected to familiarize themselves with conditions and take them into account in preparing their Proposals.

1. **Address, and formal requirements**

Bids are to be sent to-
Procurement Manager
GIZ Office India
B 5/1, First Floor, Safdarjung Enclave,
New Delhi 110 029

Deadline for submission of bids: 5:30 pm, 4th July 2014

The bids are to be sent in double envelopes. The inner envelope must be sealed and bear the following inscription:

Envelope 1

Financial Proposal for Consulting Services for 'Public Procurement Policy for MSE 2012: Enhancing MSE's Access to Public Procurement' PN: 09.2459.7-003.00

Envelope 2

Technical Proposal for Consulting Services for 'Public Procurement Policy for MSE 2012: Enhancing MSE's Access to Public Procurement'

PN: 09.2459.7-003.00

The Outer envelope containing these two envelopes should be marked:

'Public Procurement Policy for MSE 2012: Enhancing MSE's Access to Public Procurement'

PN: 09.2459.7-003.00

Not to be opened before (4th July 2014)

All copies of the bid must be submitted by courier/post/hand in letter form. The technical proposal will also be presented in electronic format – on a CD duly labeled as such. The above formal requirements regarding envelopes and marking also apply to further copies of the bid.

2. The Technical Proposal

It should include detailed working concept which allows us to examine the technical aspects in the light of the project objective (only in case, a detailed concept is not already given by GIZ).Also, if applicable, special tasks requested within the scope of the terms of reference (TOR).Technical proposals should be submitted in the following format using standard forms as outlined in **Section 4.**

1) Executive Summary
2) Profile
3) Relevant Experience
4) Technical Response
5) Description of the Team
6) Matters not appropriate in any other section

There should be no price information anywhere in the technical proposal document. Failure to comply will result in disqualification of the bid.

3. The Financial Proposal

Price quotation is to be submitted in a separate envelope together with your technical proposal and should be prepared using the Standard Formats as outlined in **Section 5**. It shall list all costs associated with the assignment, including (a) remuneration for staff, and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity.

4. Cost of preparing the bid

No remuneration will be granted for the preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall become the property of the Deutsche GesellschaftfürInternationaleZusammenarbeit (GIZ) GmbH, without entitlement to remuneration.A request that the first-ranked bidder present candidate staff members previous to the awarding of the contract does not constitute grounds for a claim for reimbursement of related costs from the GIZ.

5. Material and Equipments

Details on the materials and equipment needed, generally to be procured by the GIZ; the TORs for planned subcontracts, other measures as well as training planned for partner experts or staffs in the framework of preparation for the assignment are also to be provided, if needed.

6. Formation of consortium

Should you form a joint venture group or consortium, the bid must specify the members of this group/consortium and lead partner. Furthermore, the authorized representatives of the members are to be named. Furthermore, the members must declare that they are jointly and severally liable for the performance of the contract. The formation of joint ventures with a company, also invited by GIZ to submit a bid (in a two stage bid process), requires the prior written consent of GIZ.

7. Modification/withdrawal of the bid

Adjustments to or withdrawal of bids are to be communicated in writing by post by the deadline for submission of bids. Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid. The front of the envelope is to be clearly marked as…

Adjustment to Financial Proposal or Technical Proposal for consulting services for 'Public Procurement Policy for MSE 2012: Enhancing MSE'S Access to Public Procurement'

PN: 09.2459.7-003.00

(as the case maybe)

8. Other requirements

Agreements with third parties in restraint of competition, which are to the disadvantage of the GIZ, are not permissible and will lead to the bid not being considered.

The documents submitted in response to the request to bid shall be treated confidentially by yourself and may only be made available to third parties in connection with potential subcontractors in relation to your bid. Non-compliance may result in the bid not being considered.

9. Data Sheet

1.1	Name of the Client: **Deutsche GesellschaftfürInternationaleZusammenarbeit / German International Cooperation (GIZ)** Method of selection: **Single stage- two envelop ;Quality-cum-Cost Based Selection Method (QCBS)**
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes Name of the assignment is: **'Public Procurement Policy for MSE 2012: Enhancing MSE Access to Public Procurement'**
1.3	Proposals must remain valid 60 days after the submission date, i.e. until: **2nd Sep 2014**
2.1	All Clarifications required by bidders with reference to this RFP may be sent latest by **20th June 2014** on the email : gtzproc@giz.de . All such queries will be compiled and a consolidated reply will be sent to all the bidders by **26th June 2014** and also put on the website www.tendernews.com
3.1	Proposals shall be submitted in the following language: **English**
3.2	Consultants may associate with other Consultants: **Yes**
3.2	The estimated number of calendar-months required is **5 months** from the date of contract signing
3.3	Training is a specific component of this assignment: **Yes**
3.4	Applicable Reimbursable Expenses (1)a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office for purposes of the Services (2)cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route (3)cost of training in field locations (4)cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services (5)cost of printing and dispatching of the reports to be produced for the Services

3.5	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: **Yes** Service tax will be applicable as per prevailing tax law in India. As per Indian Tax Law, tax at source has to be deducted on payments to consultants, if such payments exceed Indian Rupees 30,000 p.a.
4.1	Consultant must submit the original and 2 copies of the Technical Proposal, and the original of the Financial Proposal Electronic copies of the Technical proposal in MS Word must also be submitted on a separate CD along with the hard copy proposals
4.2	The Proposal submission address is: Procurement Manager, GIZ, B-5/1 (2nd floor), Safdarjung Enclave, New Delhi 110 029 Proposals must be submitted no later than the following date and time: ***5:30 pm on 4th July 2014***
5.1	The number of points to be assigned to each of the staff positions or disciplines shall be determined considering the following sub-criteria and relevant percentage weights: 1) Experience of the company 12% 2) Appropriateness of suggested concept and work plan 25%*(Points on this will be awarded taking into account the technical proposal and technical presentation – which will be required to be made to GIZ project team)* 3) Technical backstopping 8% 4) Consideration of local resources and Qualification of local staff 55% Total weight: 100% Please refer **annex I** for detailed technical assessment grid of the offer
5.2	Financial quotes to be provided in INR
5.3	The weights given to the Technical and Financial Proposals are: Technical = 0.7 and Financial = 0.3 Total score for technical proposal will be sum of technical proposal and presentation both.
6.1	Expected date for commencement of consulting services: **20th July 2014**

Section 3: Terms of Reference

1. Background/Context

The Office of Development Commissioner MSME, Ministry of Micro Small and Medium, Government of India and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH are implementing the '*MSME Policies and Programmes*' component of the 'MSME Umbrella Programme for MSME Promotion'. The project aims at improving the effectiveness and efficiency with which MSME support policies and programmes are implemented. Office of Development Commissioner Ministry of Micro Small and Medium Enterprises (DC MSME) ; nodal agency for advocacy, hand holding and facilitation for the small industries sector in India has a portfolio of over 20 support programmes and schemes for MSMEs in the area of credit, marketing, skill development, technology up-gradation and cluster development. These support schemes and programmes are implemented through various field networks (offices and autonomous bodies) of DC MSME; banks; public service providers; training institutions; business associations and private service providers.

The Public Procurement Policy was approved by the Cabinet on November 1, 2011 and notified by the Central Government through an order dated March 23, 2012 (under Section 11 of the MSMED Act, 2006). The Policy comes into force with effect from April 1, 2012. Public Procurement policy mandates every Central Ministry or Department or Public Sector Undertaking (PSU) to set an annual goal of procurement from MSEs from the financial year 2012-13 and onwards, with the objective of achieving an overall procurement of minimum of 20 per cent, of total annual purchases of products produced and services rendered by MSEs in a period of three years. After a period of three years i.e. from 1st April 2015, overall procurement goal of minimum of 20 per cent shall be made mandatory. Out of 20% target of annual procurement from MSEs, a sub-target of 4% (i.e., 20% out of 20%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. Every Central Government Ministry/Department/PSU will report the goals set with respect to procurement to be met from MSEs and the achievement made thereto in their Annual Reports. In tender, participating MSEs quoting price within price band of L1+15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 20 per cent of total tendered value.

"Enabling effective implementation of public procurement policy" is one of the focus areas of MSME umbrella programme. Under MSME-UP, support is being provided to o/o DC MSME towards the same which include:

- Market estimation and Demand Side Profiling of select Central Public Sector Enterprises (CPSEs)/Central Ministries
- Facilitate the development and strengthening of institutional arrangements and mechanisms necessary for evolving and enforcing the policy and regulatory framework for public procurement
- Consultation process with different stakeholders and development of guidelines, checklists and monitoring framework

To complement the ongoing work and enable implementation of some of the key institutional mechanisms identified for policy implementation, the O/o DC-MSME intends to further engage with a competent, experienced and reputed organization (hereafter referred to as consultant) in attaining following objectives.

2. Objective

The key objectives of this assignment are:

- Provide hand-holding support to the select 5 CPSEs at various stages of procurement (e.g. Organizational Capacity Development, Vendor Registration and Vendor Development including the technical development of units involved in supply chain in collaboration with MSME Technology Centers set up by MoMSME) to strengthen their capacities and to enable them meet policy targets including the sub-target of 4% from MSEs owned by SC/ST entrepreneurs.
- Organize the awareness cum capacity development workshops for the prospective MSE vendors at 10 cluster locations identified in consultation with CPSEs (2 per CPSE) in areas related to Public Procurement policy, procurement norms and major requirements of partner CPSEs and other relevant Central Departments , PSUs. Also, provide technical assistance to MSEs and Industry Associations to meet the quality certifications norms and register with select CPSEs
- Provide assistance to the O/o DC-MSME in policy implementation

3. Scope of Services

The consultant is expected to work with select **Central Public Sector Enterprises (CPSEs)**; local business associations, MSMEs, field institutions of DC MSME (MSME DIs, Technology Centres and other implementing agencies), NSIC and other relevant service providers and support agencies to carry out following activities:

3.1 Support to CPSE

I. Engage with select 5 CPSEs and central departments (BHEL, BEL, Bharat Dynamics, NALCO, Railways) and enter into a formal understanding to work with their procurement division and assist them in achieving the policy goal of 20% MSE procurement including the sub-target of 4% from MSEs owned by SC/ST entrepreneurs. This is to be done primarily through provisioning of requisite technical, analytical, facilitation and coordination support in reaching out to prospective MSE vendor and capacity building of their procurement staffs.

II. Develop a complete understanding of the procurement process and requirements of each partner CPSEs such as (not limited to) :

- Type of products procured/likely to be procured by the PSU from MSE
- Vendor Registration Process
- Eligibility criteria for vendor selection including requirements for financial guarantees, certifications, standards, capacity if any
- Tender procedures and other procurement norms

III. Identify the cluster locations in consultation with CPSEs (2 per CPSE) for organizing awareness cum capacity development workshops for the prospective MSE vendors at 10 cluster locations (2 per CPSE) and carry out the 'vendor development and registration workshops and events' in partnership with the CPSEs. Task to be carried out by the consultant related with "vendor development and registration" is detailed out in section below under 'capacitating MSEs'.

IV. Capacity Development of procurement division both within CPSEs and O/o DC-MSME

- Disseminate the best practices, FAQs and other information needed by CPSEs w.r.t. policy implementation. These have been already developed and may only need minor fine tuning.
- Provide training, handholding and advisory support to select CPSEs to improve their procurement processes and systems as per needs of MSE vendors
- In particular, assist CPSEs develop and initiate a suitable registration process for SC/ST vendors

3.2 Capacitating MSEs

In 10 cluster locations (as identified by CPSEs), following activities will be carried out to enhance awareness and increase MSEs capacity to meet vendor registration norms and get registered as a vendor.

I. *Liaison with local Associations MSME Technology Centres, DIs, and other stakeholders*

As far as possible the consultant will organize the programme in association with the partner associations (Probable list as per Annexure II). In clusters where any partner BMO is not present, the consultant will select the associations. The consultant will liaise with various stakeholders, particularly the concerned MSME DIs and MSME Technology Centres at each location. DIs have a direct stake and role in processing support schemes and is the nodal agency for MSME promotion at local level. Similarly, the MSME Technology Centers can support vendor development through the direct provision of technical advisory services. The consultant should aim to strengthen the linkages of MSE units with academia, training bodies, applied research institutions, and other service providers from public and private sector and leverage the cluster network managers (being established under World Bank TCSP) wherever possible. The consultant would also coordinate and seek cooperation and participation of DIC, NSIC and other relevant public/private institutions.

II. *Vendor Development Workshops*

- Mobilisation: The consultant will be responsible for generating awareness about the event amongst enterprises and for mobilizing participation for the workshops and follow up support measures.
- Workshop: Make all Logistics arrangement required for the workshop; coordinate, facilitate and deliver a day long workshop. Workshop should cover the following aspects (but not limited to)
  - Public procurement Policy
  - Sources for tenders related information such as Central Public Procurement Portal
  - Complete life cycle of partner PSE procurement process (Vendor registration to Payment)

In each workshop the consultant will ensure participation of 100 Micro and Small enterprises. The consultant will maintain list of all the participants in a prescribed format, which will be shared with office of DC MSME and GIZ. The consultant will also collaborate with the Cluster Network Manager (wherever feasible) / existing DI offices in organising vendor development workshops.

III. *Vendor Registration Drive:*

- As a follow up to the vendor development workshops, the consultant will facilitate the vendor registration process. Vendor registration drive (provide handholding & advisory support) would be carried out in partnership with local associations, CPSE at the identified 10 cluster locations for the new and

prospective MSE vendors interested in registering with CPSEs. 1 technical expert with sufficient knowledge of CPSE procurement processes should be available (at least for 5 working days) at offices of local industry associations to provide the assistance to MSEs.

IV. *Directory of procurement specialists*: The consultant will create a directory of experts who have worked in the procurement division of different CPSEs and have retired in last 5 years and are willing to work as free lance experts. Interest from the expert should be invited through advertisement in the leading national dailies and seeking input from all CPSEs.

3.3 Support to office of DC MSME

I. *Consultation Meets:*

- Organize 3 consultation meetings with CPSEs/Central Ministries on challenges and progress related to policy implementation. These meetings will be organized in Delhi. The consultant is expected to assist the Office of DC MSME in
  - Identification of target groups i.e. Central departments and CPSEs
  - Follow up for participation
  - Facilitate the discussion and
  - Documentation of the proceedings.
- Organize a 1 day workshop for the DI directors on Public Procurement Policy in Delhi. The scope of work includes setting the agenda, managing the logistics, and arranging for the workshop speakers (internal and external) etc.

II. *Data Mining and Analysis*

- Conduct the mining and analysis of data made available by the O/o DC-MSME, select CPSEs, other procurement agencies and departments in public and private sector, industry associations or available in public domain on MSME sector
- Provide inputs for the policy formulation and for bringing improvements in the design of existing MSME support schemes and other support programs basis the findings from data analysis

III. *Standardized MSME Registration Form*:

- Develop a standardized and bi-lingual (English & Hindi) MSME Registration Form (Entrepreneurs' Memorandum) keeping in consideration the requirements of several regulatory bodies and other stakeholders involved in the functioning of MSME sector and needs of MSME sector (user-friendliness, bi-lingual support etc)

- Conduct stakeholder consultations (including industry associations, enterprises, regulatory bodies etc) to vet the design of registration form and incorporate feedback

4. Deliverables

I. Development of ready to print (including content layout design) and dissemination of the procurement process and requirements guide of partner CPSEs , awareness and other IEC material needed for the capacity building of CPSEs and MSEs at the cluster locations.

II. 2 Day training workshops for officers of procurement division from partner CPSEs on 'How to enhance procurement from MSEs'

III. 10 awareness cum capacity enhancement Vendor Development workshops with CPSEs; consultant would also be required to submit individual workshop briefing reports.

IV. Vendor Registration

   a. Minimum of 1000 new MSEs (in all at the 10 cluster locations) complete the first level registration with CPSEs

V. 3 consultation meets with CPSEs/Central Ministries on challenges and progress related to policy implementation

VI. A 1 day workshop for the DI directors on Public Procurement Policy in Delhi

VII. A detailed report on data analysis including project goals, methodology, tools used to perform specific data analysis tasks, documented code/scripts used as part of the project, key findings, conclusions and policy inputs for the O/o DC-MSME

VIII. Standardized and Bilingual MSME Registration Form

IX. Directory of Procurement Specialists in ready to print format (including content lay out and design)

5. Eligibility Criteria and Expertise/Skill-sets required

- The consulting agency should demonstrate detailed technical knowledge and experience about the procurement policies of PSUs and Central Department and MSE sectors.
- Agency should have strong relations and networking with CPSEs , industry associations and other institutions,
- Team should consists of following experts

- ✓ **Procurement Experts** with desired experience in procurement related processes, procedures and systems of CPSEs
- ✓ **Technology Experts** with relevant technical background and expertise in specific industries and latest technologies which can be adapted to the Indian MSME context
- ✓ **IT Expert** with experience in data mining and strong knowledge of data modeling tools and databases, such as Microsoft SQL Server 2008, SSAS, SSIS, SSRS, SharePoint, and others.
- ✓ **Event Manager** with practical experience in conducting similar workshops and programs in related areas in the last 5 years

- The team leader should have a minimum of 10 years experience with specific expertise in MSME sector related similar engagements in past with excellent communication, interpersonal, training delivery and moderating skills. Experience of **public procurement** field is highly desirable. Sound understanding of MSME sectors and support mechanisms in India for the team members
- Strong analytical and presentation skills
- Past experience of the team members in working with Govt. of India is an added advantage
- Team members should be comfortable in English, Hindi and regional languages

6. Duration

Total duration of this will be 5 months from the date of signing of the contract

7. Reporting

During the assignment, consultant will be required to maintain a continuous liaison with Additional Development Commissioner or his representatives. Reporting will be on monthly basis and should be submitted to both office of DC MSME and GIZ. During the assignment, consultant will adhere to following reporting schedule

- An Inception Report within 15 days of start of the assignment , setting out the detailed work plan
- Monthly progress report thereof.

8. Payment Schedule

The overall time period for this assignment is 5 months;

No	Project Milestone	Payment*	Months
P1	Contract signing , advance payment	30%	M1
P2	Completion of 10 awareness cum capacity building workshops	40%	M3
P3	Submission and acceptance of all deliverables on completion of assignment	30%	M5

** % of total contract value*

Feedback will be communicated to the consultant continuously at the end of several activities carried during all phases. Where necessary, consultant shall make appropriate changes to improve the deliverables and address this feedback. On the completion of a milestone and it acceptance by the respective division at office of DC-MSME, written confirmation shall be provided to the consultant who will trigger the relevant milestone payment. No payment will be processed without the acceptance of the deliverables.

9. Other Terms & Conditions

The end-deliverable and the achievement of final milestone should be approved by the Additional Secretary and Development Commissioner MSME, MoMSME as conditions for release of final payment. All the work/software/reports undertaken/developed/prepared under this assignment are the property of the Ministry of MSME and cannot be used, published, copied or otherwise disseminated without prior written approval.

Section 4: Technical Proposal – Standard Formats

With reference to brief guideline provided in section 2 of this RFP, consultants are expected to use the following recommended formats and number of pages for their technical proposals for any of the work packages.

1. **Executive Summary :**

Executive summary should capture important parts of your technical proposal including approach, timeline, milestones and staffing. Executive summary must be confined to maximum 5 pages.

2. **Profile**

2 page description of background, organisation and competencies of the consulting firmsand each associate for this assignment

3. **Relevant Experience**

This section should contain project credentials of the bidder. This section should mention 5 most relevant experiences and must not exceed 10 pages.

FORMAT FOR RELEVANT EXPERIENCE

Name of Assignment	Client (Including Contact Detail of person in charge)	Start/ End dates	Value (INR/Euro)	Role of the firm/short description
Selected Relevant projects-National				
Selected Relevant projects-Global				

4. Qualification to Terms of reference :

This section is intended to record understanding of the assignment and interpretation of the TOR and any observations/suggestions the bidder may have on the terms of reference. Facilities and support required/expected from counterpart should also be mentioned. Maximum number of pages to be used is 3.

5. Technical response :

This section should define the approach, methodology, work plan including sub activities and deliverables and how the bidder intends to organise the project team to execute the engagement. Technical response must confine to 30 pages and in following 3 sub sections.

1) *Approach and methodology*

Detailing out planned approach and methodology for carrying out the assignment to achieve the expected output

2) *Work Plan including sub activities and Deliverables*

Detailing out Main activities, sub activities, duration, their interrelations, Milestones and linked deliverables. Work plan should be consistence with approach and methodology and should break out the TOR in feasible working plan.

3) *Project Organisation*

This should contain the project team organogram and brief profiles of project team personnel. Details of which tasks your home office will be undertaking within the scope of the project (backstopping) and the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included. Earliest possible date for commencing the work, with alternatives where appropriate

6. Description of the proposed team

1) *Staffing*

This section should contain the staffing table which indicates the name, firm, area of expertise, designation and task assigned to the professional staff as per the following format.

FORMAT FOR STAFF TASK ASSIGNMENTS

Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

2) Schedule

Staffing schedule (giving alternatives if necessary) with details of the personnel to be engaged in the home/field work with their person-days of involvement in the assignment as per the following format.

FORMAT FOR STAFFING SCHEDULE

No.	Name of Staff	Description	Staff input (In number of Days)					Total Staff input (days)		
			Month 1	Month 2	Month 3	Month 4	Month n	Home	Field	Total
		Home (days)								
		Field (days)								

Staffing schedule should be specifically broken into Professional staff (International and Indian) and Support Staff.

3) Curricula vitae (CVs)

The CVs of the experts designated for the project are to be in tabular form and should cover the points given in the format. Each CV must confine to maximum 3 pages in the following format.

FORMAT FOR CVs FOR PROPOSED PROFESSIONAL STAFF

Name:	
Nationality:	
Designation:	
Proposed Position:	
Whether Employee of the Firm:	
Years with the Firm:	
Key Qualifications:	
Education:	
Recent Relevant Experience:	**<Project Title>** *<Designation in Project Team>* <Description of Role>

Record of Employment:		
From	**To**	**Designation & Name of Firm**

Languages Known:			
	Read	**Write**	**Speak**

4) *Personnel Inputs and workplan*

This section should contain a GANNT chart mapping project phases, activities and sub activities, milestones and deliverables and person-days involvement of each project team member. There should be no price information in this table, only estimates of person-days of each consulting team member.

S. No.	Work-plan Activities	Team Member	Showing the completion of activities and involvement (maydays) of team member in respective cells				Remarks , If any
			Wk 1	Wk 2	Wk 3	Wk n	

7. Matters not appropriate in any other section

Section 5: Financial Proposal: Standard Formats

Financial Proposal should be submitted with a covering letter clearly mentioning the validity of the quote for minimum 60 days and as per the following format for any of the work packages.

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
Applicable Tax	
Total Cost	

FORM 2: FORMAT FOR STAFFINPUTS AND FEE RATES

Name	Description	No. Of Days	Daily Fee Rate in INR	Total Fee (No. Days x Fee)
Sub Total				
Tax				
Total				

FORM 3:FORMAT FOR PROJECTED REIMBURSABLE COST

Description	Number	Rate	Cost(INR)
Vehicle hire			
Airfare			
Accommodation			
Per diem for staff			
Others(please specify)			
Total			

FORM 4:COST BREAK UP ACCORDING TO THE MAJOR DELIVERABLES/work stage (As Outlined in TOR)

Deliverables (As Outlined In TOR)	Consulting Fee	Reimbursable Fee	Total Amount in INR

Annex I: Technical Evaluation Grid

Technical Assessment Grid of Offers (AURA)

Section	**MSME Support Policies and Programme**	Project Short Title	**MSME Umbrella Programme**	Date	
AV				PN	**PN: 09.2459.7-003.0**
Assessor				VN	**VN**
Version	**Individual assessment/Overall assessment**				

			Company 1		**Company 2**		**Company 3**		**Company 4**		**Company 5**	
	(1) Criteria	(2) Weighting in %	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) Assessment (2)x(3)
1.	**Experience of the Company**											
1.1	Technical Experience (state relevant sectors)											
	• Prior experience in procurement related processes, procedures and systems of CPSEs/Central Ministries	3										
	• Prior experience and technological expertise in industry sectors of relevance to MSMEs	3										
	• Prior experience in data mining and analytics	2										
	• Prior experience in working with CPSEs/Central Ministries, MoMSME, MSME industry associations and other relevant stakeholders	3										
1.2	Regional Experience (state country/region)											
	• India	1										
Total 1		**12**										
2.	**Appropriateness of suggested concept and work plan**											
2.1	Interpretation of objectives	6										
2.2	Strategy (technical concept/alternative concepts)	7										
2.3	Implementation methods: Management of cooperations, Steering structure, Processes, Learning and Innovation	8										
2.4	Work schedule and time schedule	2										

2.5	Monitoring and evaluation concept	2										
Total 2		**25**										
3.	**Technical backstopping / Knowledge Management**											
3.1	Staff and backstopping conception (incl. Capacity Works)	4										
3.2	Knowledge and information management	4										
Total 3		**8**										
4.	**Consideration of local resources**	**8**										
5.	**Qualification of proposed staff**											
5.1	Expert 1: Team Lead											
5.1.1	General qualification											
	• Edu. qualification/training/ certifications in areas related to public policy /procurement/supply chain/management/other relevant areas	2										
5.1.2	Specific qualification											
	- special field											
	• Advisory and implementation related experience (min.10 years) involving multiple stakeholders (CPSEs, MSEs and Policy Makers) in areas related to public procurement	8										
	- management experience											
	- ability to work in a team											
5.1.3	Regional experience / Knowledge of country											
	• India											
5.1.4	Language skills											
	English, Hindi and Regional languages relevant for assignment											
Subtotal 5.1		**10**										
5.2	Expert 2: Resource Person (Procurement & Supply Chain Expert)											
5.2.1	General qualification											
	• Edu. qualification/training/ certifications in areas related to procurement/supply chain/management other relevant areas	3										
5.2.2	Specific qualification											
	- special field											
	• Advisory and implementation related experience professional experience (min. 5 yrs) in diverse areas related to	7										

	procurement, supply chain management, Strategic Sourcing, supplier diversity, process optimization, e-procurement, vendor development among other preferably with public sector clients											
	- management experience											
	- ability to work in a team											
5.2.3	Regional experience / Knowledge of country											
	• India (Central and State)											
5.2.4	Language skills											
	English, Hindi and Regional languages relevant for assignment											
Subtotal 5.2		**10**										
5.3	Expert 3: Resource Person (Technology)											
5.3.1	General qualification											
	• Edu. qualification/training/certifications in areas related to technology/engineering/other relevant fields	2										
5.3.2	Specific qualification											
	- special field											
	• Professional experience (min. 10 yrs) and technical expertise in diverse industry sectors and technologies suited to MSME context	7										
	- ability to work in a team											
5.3.3	Regional experience / Knowledge of country											
	India, EU, US	1										
5.3.4	Language skills											
	English, Hindi and Regional languages relevant for assignment											
Subtotal 5.3		**10**										
5.4	Expert 4: Resource Person (IT expert)											
5.4.1	General qualification											
	• Edu. qualification/training/certifications in areas related to IT systems design and implementation	2										
5.4.2	Specific qualification											
	- special field											
	• Professional experience (min. 5 yrs) in data mining, data modeling and data analytics preferably in public sector	6										
	- ability to work in a team											

5.4.3 Regional experience / Knowledge of country												
India (Central and State)												
5.4.4 Language skills												
English, Hindi and Regional languages relevant for assignment												
Subtotal 5.4		**8**										
5.5 Composition of the team		**9**										
Total 5.		**47**										
Grand Total	**100**	**100**										
Assessment in %												
place												
6. Special advantages / risks (see extra page)												
place												

Annex II: List of probable partner BMOs

No.	Name	Contact Address	State
1	Chhattisgarh Laghu and Sahayak Udyog Sangh	*Tifra Industrial Area, Bilaspur - 495223 Chhattisgarh* *Phone: (+91) (7752) 252199* *Fax: (+91) (7752) 252199* *Mobile: (+91) 98271-67620*	Chhattisgarh
2	Federetion of Indian Micro and Small & Medium Enterprises (FISME)	Federation of Indian Micro and Small & Medium Enterprises (FISME) B - 4 / 161, Safdarjung Enclave, New Delhi-110029 INDIA Phone: +91-11-26187948,26712064,46023157,46018592	Delhi; Karnataka; Andhra Pradesh
3	Indian Industries Association (IIA)	IIA Bhawan, Vibhuti Khand, Phase II, Gomti Nagar, Lucknow ï 226010 Phone: 91-522-2720090/3248178 iia@iiaonline.in	Uttar Pradesh
4	Consortium of Electronic Industries of Karnataka (CLIK)	1& 2, 2nd Main, M.E.S Ring road, Sharadambangar, Jahalllim Bangalore-560013 Phone: 080-28381795/28384827 fax no: 080-41643639 Email: hitechmagnetics@vsnl.com	Karnataka
5	Mysore Industries Association	*KIADB Building, KRS Road,* *Metagalli Post, Mysore – 570 016* *Tele.: 0821-4280941,* *Fax.: 0821-4258819*	Karnataka
6	Confederation of Indian Small & Medium Enterprises (CISME)	P-95 South Extension Part-II New Delhi-1100 49 Tel: + 91 11 41007091 / 92 Telefax: + 91 11 41007093 Email: info@cisme.in, cisme@cisme.in	Delhi; Gujarat; MP; AP
7	Karnataka Small Scale Industries Association (KASSIA)	**2/106, 17th Cross, Magadi Chord Road Vijayanagar, Bangalore - 560 040.** **Phone**: **080 - 2335 3250 / 2335 8698** **Email**: kassia1949@kassia.com	Karnataka
8	**IAMSME of India**	Plot No. : 66, Sec-27 / A, NIT Faridabad ï 121001 iamsmeofindia@gmail.com +91-9711123111, +91-9711310585	Haryana
9	**Tamil Nadu Small & Tiny Industries Association**(TANSTIA)	10, G.S.T. Road, Guindy Chennai-6000 32. Tel:044-2234 1305,22341939 FAX: 044-22331890	Tamil Nadu

		tansitia@eth.net	
10	**Gujarat State Small Industries Federation**	4th Floor, 407, Nirman House, Near Times of India Ashram Road, P.B. No.4215 Ahmedabad-380 009(Gujarat). Tel: 26584409/26583764 Mobile:9825016178 FAX: 26583764 bson@adl.vsni.net.in	Gujarat
11	**THE COIMBATORE DISTRICT SMALL INDUSTRIES ASSOCIATION (CODISSIA),**	CODISSIA **G.D.Naidu** Towers, P.O.No.3827, Huzur Road, Coimbatore-641 018. Tel:0422-2215182,2212409, 2213052 FAX:0422-2214231, codissia@vsnl.com	Tamil Nadu
12	**M.P. Small Scale Industries Organisation**	E-2/30, Mahavir Nagar Bhopal-462016 Phone-91-755-2567714 Fax-91-755-2533679 mpssio@bom6.vsnl.net.in	Madhya Pradesh
13	**Chamber of Small Industry Associations** (COSIA	TSSIA House,Plot No. P-26, Road 16/T, Wagle Industrial Estate, Thane-400604, Maharashtra Ph: 022-2582 0429, 2580 35 36 Fax: 022-2582 33 03	Maharashtra
14	**Federation of Punjab Small Industries Associations**	Punjab Trade Centre Complex,Near State Bank ofIndia,Miller Ganj, Ludhiana-141003 Ph.No: 2532302/2671302/675656 FAX No:0161-2671301	Punjab
15	**Orissa Small Scale Industries Association**	Ajay Binay Bhawan, Industrial Estate Cuttack-753010 (Orissa)	Orissa

		Tel : 0671-2344690 / 305 FAX: 0671-2347035 ossia@satyam.net.in	
16	**IESA**	Unit G-02, Ground Floor Prestige Terminus-II 901 Civil Aviation Road (Old HAL Airport Exit Road) Konena Agrahara Bangalore 560 017 Phone: +91 80 4147 3250	Karnataka
17	**CII SME**	The Mantosh Sondhi Centre 23, Institutional Area, Lodi Road, New Delhi ï 110 003 (India)	New Delhi
18	**Himachal Pradesh Laghu Udyog Mahasangh**	40, M/s Ajay Footwear Udyog Dev Paul Chauk, Hamirpur	Himachal pradesh
19	**Madhya Pradesh Laghu Udyog Sangh**	E-2/30, Mahavir Nagar, Bhopal-462 023 Ph.No: (0755) 2467714/2586057 FAX No:(0755) 2423983/2756511	Madhya Pradesh
20	**Federation of Small & Medium Industries(FOSMI)**	23. R.N. Mukherjee Road, Kolkata-700001 Tel: 2248-5114(Off), FAX:2210-4075 Fasmi@cal3.vsnl.net.in Lssa@cal2.vsnl.net.in	West Bengal