

# INVITATION OF PROPOSAL

for

Carrying out a Study “Analyze Government Schemes  
for effective implementation”



## CONSULTANCY DEVELOPMENT CENTRE

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

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## Study on “Analyze Government Schemes for its effective implementation”

Consultancy Development Centre (CDC) an Autonomous Institution of the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India, **Invites** proposals from **“Individual consultants”** for a study to “Analyze Government Schemes for effective implementation”

### ***1. Terms of Reference(TOR)***

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#### **Objectives of the study**

The study to be carried out with the objective of Viewing the Various Existing Schemes of govt/ministry, for making it more beneficial to the targeted sector in North Eastern Region

- Identify & assess the needs of the sector with regard to schemes effectiveness w.r.t. design & technology interventions, R&D, infrastructure requirements, marketing and competition, credit gaps, global competition, policy issues etc.,
- Study and assess the Implementation methodology for carrying out the schemes, and identify the bottleneck/challenging issues.
- Suggest/recommend measures, various interventions which can be formulated in the schemes to enhance sector by effective implementation of schemes in target region.

#### **Scope of the study:**

The scope of Work for the said study is given below:

1. Study the various schemes regarding:
  - Their status, reach, penetration in the Target region.
  - Study the various components of schemes for implementation, towards benefitting the target sector.
2. Secondary Research to identify the issues such as :
  - The awareness/understanding of schemes by different stakeholders & Assess the Role of Key Stakeholders.
  - Identify the Issues/Bottlenecks/challenges covering policy issues, technical issues (including administrative issues) for effective implementation of Schemes by the Units
3. Incorporating Feedback/comments received from earlier visits by CDC in the Report
4. Online Feedback (through Questionnaire) gathering from Concerned officials in various states, target units, industry associations and key stakeholders and available resources, to gather inputs regarding various issues related to scheme implementation in the target region
5. Recommend/suggest :
  - Effective strategy for providing benefits of the schemes to targeted units.



- Enabling choosing Right partners and agencies for effective implementation in the region.
- Suggest viable recommendations for overall improvement of schemes & Effective implementation of the Govt schemes in the target region.

**Note\*\*:** *The study is purely on Secondary research basis and data/information to be collected online/digital mode only, no visit local or outstation would be carried out for this study.*

### **Time Frame:**

The Study is to be completed within a time frame of **45 days (forty five days)** from the date of the Award of Contract.

## ***2. General***

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### **Eligibility Criteria /Essential Qualifications/ Requirement**

The consultant must meet the following minimum eligibility criteria -

- Should have minimum of 20 years' experience.
- Should have executed two (2) projects/study assignments in the last 4 years (Both completed and ongoing)

Documentary Evidence for the following must be submitted:

- a) Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, ,date of award etc;
- b) Curriculam Vitae(CV)/ Biodata

### **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 "Analyze Government Schemes for effective implementation"



### 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
- 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 Consultant assigned for the project

### Financial Proposal Contents

Financial proposal should be in the form of a lumpsum amount. The lumpsum quote should be inclusive of all expenses which consultant may incur while executing the assignment including visits to CDC, as required. Taxes to be mentioned separately.

### **Evaluation of Proposals**

The consultant will be selected under the **Least cost selection** method (LCS) and procedures described in this Proposal.

The following evaluation criteria shall be used for technical evaluation.

Sr.No	Criteria	Maximum Marks
1	Past Experience of the Consultant	25
2	Methodology, Work Plan and Understanding of TOR	50
3	Suitability of Key personnel for the project	25
	<b>Total Marks</b>	<b>100</b>



**Threshold** for shortlisting consultant for technical evaluation will be 70 marks (seventy marks). CDC shall short list all the consultants who secure the minimum cut off of 70 % (Seventy Percent).

### **Evaluation as per LCS System**

The financial proposals of only technically shortlisted consultants will be opened and will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3, etc. The least cost proposal (L-1) will be considered for award of contract. *For the Financial Evaluation purposes only the Total Lumsum Bid amount without taxes would be considered.* Financial proposal Bid Format as Annexure-1.

*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:

- Contract/Work/Engagement orders indicating the details of assignment, client, value of assignment, date of award etc;
- Details of Key Personnel for the project

### **Deliverables and Milestones**

#### **Milestones**

- A detailed Inception Report in 7 days from award of work discussing the execution plan in minute details.
- Draft report at the end of 1 months from award of work.
- Final report in 15 days from receipt of comments on draft report.

#### **Deliverables**

The following deliverables should be suitably covered in the study:

- Inception Report within 7 days from award of work
- Draft Report after 1 month (Both in soft and hard copy)
- Final Report within 15 days of receiving comments on Draft Report(Both in soft and hard copy)
- Report to include Suggestions for improvement of schemes and Recommendations for effective implementation of Schemes in NER region including Sikkim



## Payment Terms

Payment Terms	Milestones
10%	<ul style="list-style-type: none"><li>- On Issuing of Work order</li><li>- Submission &amp; acceptance of Inception Report</li></ul>
40%	On Submission & approval of Draft Report
50%	On submission and acceptance of Final Report

### Date for submission of proposal

The Proposals must be sent to CDC office on or before **27<sup>th</sup> January, 2021 by 1400 hrs.** The proposals to be sent only in hard copy by post/courier/by-hand. Emails will not be considered. The technical proposals will be opened on the same day at 1430 hrs.

### Enquiries & submission of proposals should be addressed to:

Shri S.K Sharma  
Head (Business Development)  
Consultancy Development Centre  
Core 4B 2<sup>nd</sup> Floor, India Habitat Centre, Lodhi Road  
New Delhi - 110 003  
Tel: 91 11 24603425; 24602601  
Fax: 91 11 24602602  
Email: [sksharma@cdc.org.in](mailto:sksharma@cdc.org.in)  
Website: [www.cdc.org.in](http://www.cdc.org.in)

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Annexure-1

Study - “Analyze Government Schemes for effective implementation”

Financial Bid Format

Sno.	Description	Amount (in INR)	Taxes	Total amount with taxes (in INR)
	Total Lumsum Bid Amount			

Note:

- *Evaluation would be as per LCS System*
- *For the Financial Evaluation purposes only the Total Lumsum Bid amount without taxes would be considered.*
- *The lumpsum quote should be inclusive of all expenses which consultant may incur while executing the assignment including visits to CDC, as required. Taxes to be mentioned separately.*