



एम.एस.एम.ई. प्रौद्योगिकी विकास केन्द्र

(प्रक्रिया सह उत्पाद विकास केन्द्र)

सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार
MSME - TECHNOLOGY DEVELOPMENT CENTRE

(PROCESS CUM PRODUCT DEVELOPMENT CENTRE)

Ministry of Micro, Small & Medium Enterprises, Govt. of India

AN ISO 9001:2015 & ISO 14001:2015 (Certified)



PPDCM/7/(10)/2019-20/665

Dt. 30.11.2019

To,

Web site
PPDC, Meerut

Sir,

We published Request for Proposal (RFP) two bid system for Project Management Consultant on website (www.ppdcm Meerut.com) and notice board.

Please visit our website and read the document and submit your bid on or before Dt.12.12.2019 upto 11.00AM

Regards

Sunil Gupta
Principal Director

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MSME-Technology Development Centre (PPDC)
Sports Goods Complex, Delhi Road Meerut -250002 U.P.

REQUEST FOR PROPOSAL (RFP) TWO BID SYSTEM FOR EMPANELMENT OF PROJECT MANAGEMENT CONSULTANT FOR DEVELOPMENT OF CLUSTERS IN THE VARIOUS STATES OF INDIA.

MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road Meerut - 250002 U.P, is responsible for industrial promotion and development in the State through facilitation of the potential and existing entrepreneurs by way of guidance, facilitation, cluster development monitoring etc. The Department is focused on promotion of industrial clusters in the various States, leveraging assistance under Government of India. The Department proposes to engage the services of company/ firm/ agency/Consultant experienced in cluster development activities for 10 – 12 clusters. The PMC shall carry out appropriate studies, prepare necessary reports, capacity building and provide project management services for implementation of clusters, in accordance with the guidelines of Micro and Small Enterprises Cluster Development Programme (MSE CDP) of Ministry of Micro Small and Medium Enterprises, Government of India (GOI).

The Terms of Reference (TOR) for empanelment of the PMC are as follows:

A. SCOPE OF WORK

1. Preparation of Detailed Project Report (DPR) as per the MSME guidelines and submission of Project Proposal
2. Assistance in bid document and tender procedure post approval of Project.

Detailed scope of work is described in Annex

NOTE: Award of Project Management Services will be at the sole discretion of the Department. The continued support by the selected PMC for Project Management Services shall be decided at a later stage if required and the decision of the Department shall be final and binding in this matter.

B. WORKSCHEDULE:

1. **Detailed Project Report (DPR) preparation:** Draft report within 45 days and Final report within 60 days.
2. **Assistance in Bid document and tender procedure:** Linked with agreed project milestone, necessary requirement of BID and tender document till project handover to SPV.

C. OFFER FOR SCOPE OF WORK

SNo.	Scope of Work	OFFER (Included SNo. 1 to 2)	Offer included GST
1	Preparation of DPR		
2	Assistance in bid document and tender procedure		

Payment Milestone

1. Detailed Project Report (DPR) preparation and submission of Project Proposal

- Submission of final report - 25%
- Approval of DPR by steering committee MSE CDP - 50%
- Assistance in bid document and tender procedure - 25%

D. EMPANELMENTPROCESS

- a) Proposal submitted within the last date for submission will be scrutinized for short-listing based on conformity with eligibility criteria. The short-listed firms will be required to make presentations on their technical proposal before the Selection Committee. Based on the technical evaluation, scores will be awarded and firms, which obtain equal or more than the threshold score of 65, will only be considered forempanelment.
- b) Given the intensive nature of this engagement, the Department shall decide to engage 1 or more number PMC(s) to support MSE CDP scheme. In such a case, the highest scoring firm(s) fulfilling the threshold score will be selected for empanelment. The Department reserves the right to decide upon the empanelment of more than onePMC.
- c) The allocation of cluster shall be based on the availability of required sector-specific professional expertise and also affirming technical experience and competency to handle the specificcluster.
- d) The empanelment is valid for a period of 2 years. However, the Selection Committee may decide to remove any PMC from the empaneled list if the performance is found to be un- satisfactory. The decision of the Section Committee is binding in thismatter.

E. INFORMATIONMEMORANDAM

Refer to Annex

ANNEX – DESCRIPTION OF SCOPE OF WORK

1. **Deployment of dedicated team:** The PMC shall depute a team of two professionals on Projects awarded to them by PPDC (Qualification and Experience: One BE/ B.Tech /MCA/MBA with more than 10 years of experience and one graduate from statistical background with minimum 6 years of experience for the assignment. They shall be responsible for profiling and mapping of projects awarded to PPDC, Meerut to be developed; preparation of proposals, coordinating approvals, follows up at Gol level, etc.

2. Preparation of Detailed Project Report (DPR) and submission of Project Proposal:

Pursuant to the approval of the Detailed Study Report under the MSE CDP scheme, the PMC shall take up preparation of technically feasible and financially viable Detailed Project Report (DPR) for setting up Common Facility Centers (CFC) for cluster of MSE units. The MSE-CDP guidelines shall be followed while preparing the DPR and submission of the project proposal for approval by Steering Committee of the MSE CDP, including conforming the pre-requisite procedures like on-line submission, technical appraisal by MSME DI and financial appraisal by SIDBI.

To ensure conformity with the MSE CDP scheme, PMC help in guiding for making of SPV.

3. Assistance in bid document and tender procedure post approval of Project

Project Management and Assistance in procurement of funding support from Government of India (upon approval and if deemed necessary): The PMC shall assist the State Govt. and / or Special Purpose Vehicle in project management besides procuring support from concerned Ministry / Department: The assistance that shall be provided would be:

- (i) Facilitating the structuring of the Project Special Purpose Vehicle
- (ii) Assist the Project Special Purpose Vehicle in developmental activities

F. Reporting and Co – ordination

The Officer from concerned department along with Consultant shall attend all the meetings convened by concerned Ministry and other relevant authorities during the project approval process and address all the enquiries by them and provide clarifications as sought and Consultant will address all the queries raised by concerned Ministries/Department related to the DPR.

G. Engineering and Procurement: The PMC will assist the SPV and the Client in identification of required machineries, procuring necessary services with regard to detailed engineering, architectural designs and support in bid process management for implementation of each approved project under the respective Central Scheme with the help of PPDC and SPV.

H. Assistance in DPR Appraisal

PMC shall assist PPDC for appraisal of DPR by SIDBI, MSME Development Institute (DI)/ Technical Screening Committee for the approval process.

NOTE: Award of Project Management Services will be at the sole discretion of the Department. The continued support by the selected PMC for Project Management Services shall be decided at a later stage if required and the decision of the Department shall be final and binding in this matter.

ANNEX- TECHNICAL EVALUATION PARAMETERS

SNo.	Technical Parameters	Points
1.	Past experience of working with different SPV for MSME sectors.	15
2.	Expertise in the preparation of DPR for at least three projects	20
3.	Experience in Project Management Service provider in two projects	10
4.	Experience of having developed a project worth Rs. 15 crore or more, anywhere in the country, during the past three years, inclusive of implementation interventions.	5
5.	Work plan including key functional and domain experts proposed to be deployed for this engagement	10
6.	Working experience and presence in any MSME-Technology Development Centre or Development Institute /Central Government/ State Government.	10
7.	Organization structure and in-house domain expertise	10
8.	Technical Presentation	20
Total		100

ANNEX- INFORMATION MEMORANDUM

1.0 GENERAL

The Terms of Reference (TOR) are outlines based on guidelines of MSME CDP scheme. In case any modification is made in the scheme from time to time, the TOR will be changed in accordance with the revised guidelines.

2.0 ELIGIBILITY CRITERIA

- i. Should possess experience of working with the MSE Sectors.
- ii. Should have experience in preparation of Detailed Project Reports for Common Facility Centre, or such similar exercises as per guidelines of MSE CDP scheme.
- iii. Should have office in NCR, along with in-house domain expertise.

3.0 PROPOSAL SUBMISSION

- a) The Proposal should be submitted in to bid system with technical and financial bid sealed envelopes separately. Bidder should put these two sealed envelope in a bigger envelope dully sealed and submitted to MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road Meerut 250002 U.P in specified date and time.

Note: Financial Bid submitted as per clause C.

- b) The bidder shall enclose with its Technical Proposal, copies of relevant certificate(s) supporting the technical information, as given below:
 - Experience of working on DPR and at least 3 projects worked for any client and approved from any Govt. organization.
 - Areas of Field Operation in last three years.
 - Details of similar assignments handled in last three years.
 - List of reports and sector studies prepared in relevance to MSE sectors.
 - Documents in support of work experience as per the assessment criteria.
 - Organizational strength including present staff strength and their qualification/experience.
 - Authenticated work orders and copies of CVs of the proposed team members
 - Document reflecting presence in MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road Meerut - 250002 U.P.
 - Description of the general approach /methodology along with a work plan to carry out the proposed engagement, not limited to, Field work, Time Schedule, Staff allocation, Strategy, Approach and tools.

- c) Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit a proposal either by itself or through its Associate.
- d) The bidder or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the bidder or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such bidder or its Associate.
- e) Blacklisting Affidavit by the authorized signatory of the agency that the agency has not been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the data of the publication of this EoI

4.0 NUMBER OF PROPOSALS

No bidder or its Associate shall submit more than one proposal for the engagement. Consortium of parties is also not permitted under this bid.

RIGHT TO REJECT PROPOSALS

- i) MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road Meerut- 250002 U.P, reserves the right to accept or reject any proposal and to annul the Selection Process and reject all proposals, at any time without notice and shall not have any liability or obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- ii) At any time, if a material misrepresentation is made or discovered, or the bidder does not provide, within the time specified by the department, the supplemental information sought for purposes of evaluation can lead to the rejection of the proposal.

5.0 PROPOSAL SUBMISSION TIMELINE

1	Tender No.	PPDCM/7(10)/2019- 20/PMC Dt..28.11.2019
2	Last date for submission of Proposals	Dt. 12.12.2019 at 12.00 Hrs
3	Opening of Technical Proposals	Dt. 12.12.2019 at 14.00 Hrs
4	Technical presentations	Dt. 14.12.2019 at 14.00 Hrs
5.	Tender Fee	Rs. 500/- for each tender.

6.0 CONTACT INFORMATION

All communication and submission of proposal shall be addressed to:

The Principal Director

MSME-Technology Development Centre (PPDC)

Sports Goods Complex, Delhi Road Meerut 250002 U.P

Phone No.:0121-22489666

Website: www.ppdcmeerut.com, Email: tcmeerut@dcmsme.gov.in