

## **Request for Proposal (RFP)**

# **“Developing Detailed Project Report (DPR) to set up 5 Green Field Centre of Excellence for Training and related Research For The Indian Capital Goods Sector”**

**Reference # CGSC/COE/RFP/01/2016**

**Proprietary & Confidential**

**Issued by:**

**Capital Goods Skills Council  
Awfis, L-29 Outer Circle, Connaught Place,  
New Delhi 110 001**

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## 1. ADMINISTRATIVE DETAILS

### 1.1 Confidentiality

All information included in this RFP is confidential and only for the use and knowledge of the recipient. No information included in this document or in discussions connected to it, may be disclosed.

### 1.2 RFP procedure

#### 1.2.1 Contact Details

For questions regarding this RFP, please contact

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M: +91 9818096243

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#### 1.2.2 Critical Information

Bidding organizations are advised to study the RFP document carefully before submitting their proposals. Submission of a proposal shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

#### 1.2.3 Contents of solicitation documents

Proposals must offer services for the total requirement as stated in the RFP. Proposals offering only part of the requirement will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Proposal

#### 1.2.4 Schedule of Events

The following table provides a schedule of Events relating to this request.

Event	Target Date
RFP issued to the Vendors / Published on the DHI / CGSC website	30 <sup>th</sup> Dec 2016
Last date of receipt of Queries and Clarifications on RFP	12 <sup>th</sup> Jan 2017
Last date of submission of Proposals	24 <sup>th</sup> Jan 2017
Bid opening	27 <sup>th</sup> Jan 2017

Proposal Presentations	30 <sup>th</sup> Jan 2017
Award of Contract by CGSC	06 Feb 2017
Commencement of implementation of project	07 Feb 2017

**Notes:**

- a) The dates furnished above are subject to revision by CGSC
- b) This Document is not transferable

**1.3 Abbreviations:**

NSDC	National Skills Development Corporation
SSC	Sector Skill Council
CGSC	Capital Goods Skills Council
COE	Centre of Excellence
NIMT	National Institute of Manufacturing Technology
RFP	Request for Proposal
PPP	Public-Private Partnership
LMIS	Labour Market Information System

**1.4 Definitions**

**SSC:** The Sector Skills Council (SSC) is a National Partnership Organization that brings together academia, industry, labour and the government to address human resource gaps in the Industry. SSCs are responsible to fulfil Industry Sector Talent Needs for Quality and Quantity.

**COE:** Centre of Excellence could be defined as a place where the highest standards are maintained for the activities undertaken. CoE could be a team, a shared facility or an entity that provides leadership, best practices, research, support and / or training on current and futuristic job roles for the focus area. The focus areas might be a technology, a business concept, a skill or a broad area of study.

CoE is also defined as a place or an organisation that is known for doing a particular activity very well and that is involved in new developments.

## 2. GENERAL INFORMATION

### 2.1 Introduction

**Capital Goods Skill Council (CGSC)** is a Not-for-Profit Organization, registered under the Societies Registration Act, 1860. The Council has been promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI) and Department of Heavy Industry (DHI), Government of India, with financial support by National Skill Development Corporation (NSDC). The key objective of the CGSC is to create a robust and vibrant eco-system for quality education and skill development in the Capital Goods Sector in the country.

The mandate for the CGSC is:

- a) Carry out a Functional and Occupational Mapping and develop a Catalogue of Industry Occupations / Job Roles in the Capital Goods Sector.
- b) Develop & Set National Occupational Standards for select Job Roles in the Sector.
- c) Develop & Put in place an Assessment & Certification mechanism for the Trainers, Assessors and Trainees.
- d) Develop and put out an Affiliation / Accreditation system for Training Institutes to deliver competency based training as per content and curriculum developed based on the NOS.
- e) Promote academies of Excellence.
- f) Put in Place an Effective Labour Market Information System.

A Memorandum of Understanding (MOU) signed between Ministry of Skill Development and Entrepreneurship (MSDE) and Department of Heavy Industry (DHI) on strategic partnership, envisages developing an multi-locational “National Institute of Manufacturing technology (NMIT)” for training, education and research by leveraging infrastructure and facilities of PSUs under DHI; creation of “Centres of Excellence” in different categories by utilizing / upgrading of existing training facilities of PSUs under DHI in collaboration with NSDC/SSC and /or DGT. This is likely to impact 5 million people directly or indirectly through eco-system creation.

### 2.2 Background and Rationale for RFP

The Government of India’s initiative of "Make in India" – is set to bring the much needed focus and attention to the core manufacturing sector of the country. The core manufacturing sectors such as capital goods sector caters to the equipment requirements of various other manufacturing sectors such as mining, power, construction, oil & gas, textiles, pharmaceuticals, defense and medical equipment. It therefore has a multiplier effect on the manufacturing sector as a whole reflecting the strategic importance of the sector. Despite this fact, the capital goods industry imports about 35-40% of its domestic needs.

India needs to strengthen its capabilities in core manufacturing sectors across multiple dimensions. Critical among them is the availability of trained manpower and an ecosystem that promotes excellence in manufacturing and related areas. A detailed study conducted by for the Ministry of Heavy Industries (MHE), in 2014, highlights technology in manufacturing as the most important capability for qualitative and quantitative growth of manufacturing sector in India.

The Capital Goods Policy 2016 envisages direct employment to at least 5 mn and indirect employment to 25 mn by 2025, thus providing additional employment to over 21 mn people.

The National Capital Goods Policy 2016 also envisages setting up of 5 Regional State of the Art Green Field Centers of Excellence and focuses on technology and skills development and supporting MSMEs. The policy also talks of international collaborations of these institutes with leading institutes like Fraunhofer and UK Catapult centres and similar agencies. In addition, The Ministry of Skills Development and Entrepreneurship and DHI signed a MOU on 8<sup>th</sup> Dec 2015, where amongst many deliverables, there is a mandate of setting up National institute of Manufacturing Technology (NIMT) as a multi-locational institute.

CGSC through this Request for Proposal (RFP) seeks to select a competent consulting firm/ consortium with relevant experience and capabilities and understanding of the various subsectors of Capital Goods Sector to research and develop the DPR for setting up 5 Green Field Centre of Excellence at pre-defined locations, leading to National Institute of manufacturing Technology (NIMT).

### **2.3 Objective of Detailed Project Report for COEs**

The objective is to prepare Detailed Project Report for establishment of centres of national and regional importance focussing on excellence in engineering and manufacturing technology focussed on the needs of the geographical area in which the CoE is located. The centre will promote training related research, cluster and subsector specific labour market analysis, and training manpower, including upskiling / re-skilling of existing workforce, fresh trainees, training of trainers and training of assessors to support industries around the CoE.

The DPR is to detail out the plan to set up COEs specific to the area including defining the organisational structure, financial model and operationalising model, Cluster based current and futuristic employment, job role wise demand for 3/6/10 year period in the area. It will also include demand of job roles based on futuristic technology and current skill gaps identified by industry while hiring from training institutions etc.

The proposed centres are expected to provide an enabling eco-system for “Make in India” program connecting the industry and the skills training system.

### 3. SCOPE OF WORK/ TERMS OF REFERENCE

Centre of Excellence could be defined as called a place where the highest standards are maintained for the activities undertaken. Elaboration further, a CoE could be is a team, a shared facility or an entity that provides leadership, best practices, research, support and / or training for a focus area. The focus areas might be a technology, a business concept, a skill or a broad area of study.

The CoE is also defined as a place or an organisation that is known for doing a particular activity very well and that is involved in new developments.

Broadly the Green Field COEs have to be planned considering the following:

- a) CoE to be set in the premises of the following PSUs:
  - a) BHEL – Trichy
  - b) BHEL- Haridwar
  - c) HMT – Bangalore
  - d) HMT – Aurangabad
  - e) HEC - Ranchi
- b) Each CoE must focus on one or more sub-sector of the Capital Goods Industry, viz Machine tools / Textile Machinery and others as suggested above.
- c) The CoEs to be planned under the aegis of DHI should be set up with a view of being scaled up in phase manner leading to self-sustainability within a period of 5 to 7 years of handholding.
- d) Each CoE must have the capability to reach out to the stakeholders viz, MSMEs & training centres within its area of influence.
- e) CoE must be autonomous bodies with a clear Governing and a monitoring structure drawn from the major stakeholders
- f) The COEs could be the stepping stone to a full-fledged National Institute of Manufacturing Technology (NIMT)

**The scope / terms of reference of this project shall include but not necessarily be limited to the following tasks:**

- a) DPR detailing of setting up of 5 green field COEs.
- b) Defining the organisational, governing, operational and monitoring structures
- c) Detailing the financial model and implications of operationalising
- d) Labour market survey of the relevant industries around the COE to capture employment, current and futuristic job role wise demand over next 3/6/10 years including demand of job roles based on futuristic technology and current skill gaps identified by industry while hiring from training institutions.
- e) Schedule of Activities

#### 3.1 DPR detailing of setting up of 5 Green Field Centres of Excellence

- a) Need, scope and outcomes of the proposed COE.
- b) Definition of Centre of Excellence and its components including complete design



- c) Details of the components of COE viz; Training and Research with specific reference to:
  - i. Design and layout of each COE
  - ii. An inventory of training infrastructure required in the 5 CoEs mentioned in para 3 (a) above, including but not limited to:
    - i. Availability of space for training – workshops, class rooms etc
    - ii. Tools and Equipment for each focussed occupation / job roles
    - iii. Type and quantity of simulators
    - iv. Relevant training aids
    - v. Qualification and number of trainers
    - vi. Power backup for the training workshops
    - vii. Library with relevant study material
    - viii. Relevant IT and communication support
- d) Mapping of new/advanced technologies existing and in pipeline in the parent PSUs ie BHEL, HMT and HEC and other large, medium and small Capital Goods Companies with a view to equip the CoE, keeping in view the transition to Industry 4.0.
- e) Identifying the need of new technologies in engineering manufacturing companies with a special focus on the sub sector of Machine Tools, Textile Machinery, Process Plant, Plastic Machinery, Tool and Gauge Manufacturing and Textile Machinery Accessories, maintaining a balance of large, medium and small, with a view to equip the CoE.
- f) Identifying the MSMEs which can be serviced by the COE.
- g) An inventory of all training infrastructure viz Govt and Pvt ITIs, VTP (NSDC partners & other private training institutions) in a radius of 100 km from the CoE. Mapping to include the following assets:
  - a. Critical tools and equipment of all job roles for various CG/engineering manufacturing occupations including existing occupations such as welding, fitting, quality, machining, designing, automation etc. and new / advanced technologies as suggested by the industry in the need survey.
  - b. Identify the gap in the existing curriculum of different ITIs / private training institutes recognized by NSDC or otherwise.
  - c. Specific training needs of the industry being met by the training providers in the local area.
  - d. Availability and requirement of Master Trainers and trainers in the training institutes.
- h) Requirement of any other additional improvements, where necessary in the surveyed institutes in order to make the concept of COE successful.
- i) Details of possible international partners who may be willing to partner to add value to the CoE.
- j) Availability of space in the respective PSUs (refer table in para 3(a)) to house the CoE till such time the new infrastructure is made operational.

### **3.2 Defining the organisational, governing and monitoring structures of the COE**

- a) Roles and responsibilities of COE.
- b) Recommending the legal entity of the CoEs, viz society etc, with pros and cons of each option and suggesting the preferred option.
- c) Details of the Governing, Monitoring and Organizational Structure including organisational chart.
- d) Identification of stakeholders (Government (Central, State, CPSUs), apex industry bodies, sub sectoral industry associations, industry, sector skill councils, academic institutions and international agencies / institutes) and structured roles for each in the Governing, Monitoring and Operations of the CoE.
- e) Detailed roles, responsibilities of the participating Sector Skill Councils viz, Capital Goods Skill Council, Infrastructure Equipment SSC and Instrumentation, Automation, Surveillance & Communication SSC in Governing, Monitoring and Operations of CoEs.
- f) Composition and responsibilities of the Governing Board
- g) Composition and responsibilities of the Monitoring team
- h) Composition and job descriptions of the operational and administrative team.
- i) Identify the type of training that could be required by the operational and administrative team and the methods of training.
- j) Essentials of operationalising the localised hub and spoke model consisting of CoE and local training providers as mentioned in para 3.1 (f)
- k) Suggested method of integrating the COE to the regional/ local industry requirement, specially the MSMEs.
- l) Global best practices of governing and monitoring and their applicability to each COE.
- m) Design of Monitoring and Evaluation system of CoE, including identifying the Quality Assurance mechanism and type of IT infrastructure required for this purpose.

### **3.3 Detailing the financial model and implications of operationalising the COE**

Identifying phases of construction and development keeping the initial operational space of 15,000 to 20,000 sq ft for each of the 5 CoEs with expansion plan in subsequent phases.

The funding for an initial period of setting up based on a detail project report of each CoE covering both the capital cost for upgrading the CoE and operating cost including hiring of additional manpower and bringing in international expertise.

- a) Identify the initial setting up period for which Govt grant will be required.
- b) Avenues of innovative funding must be identified, both in terms of cash and kind.
- c) Requirement of funds, and suggested financial / revenue models for self-sustainability after the initial setting up period.

- d) Project funding alternatives including CSR/cloud funding/user charge funding options/State Govt funding / industry funding/ bilateral and multi-lateral funding options etc.
- e) Techno-commercial viability suggesting minimum economically viable Size vs recommended size CoEs at each location.
- f) Sensitivity analysis for factors like revenue streams, faculty, students, funds, expenditure schedules, market conditions, etc.
- g) Financial proposal with IRR, RoI and other parameters to assess the project financially viz:
  - a. Key assumptions
  - b. Balance Sheet
  - c. P&L Statement
  - d. Cash Flow Statement
  - e. Revenue Schedules
  - f. Assumptions – Revenue
  - g. Impact with reference to beneficiaries
  - h. Operational Expenses
  - i. Assumptions – Capex – Opex
  - j. Assumptions – Expenses
  - k. Depreciation
  - l. Capex
  - m. Taxes
- h) Likely impact analysis on industry, trainees, society, catchment area, Govt revenues, Govt exchequer etc.,
- i) Cost benefit analysis
- j) Risk analysis
- k) Asset creation / management / service modules: pros and cons analysis with recommendations.
- l) Global best practices and their applicability to COEs financial model.
- m) Implementation schedule PERT chart with tasks, allotted resources, timelines and milestones for project monitoring.

### **3.4 Labour Market Survey in the area of influence**

- a) Identify current (upto next 2 years) and futuristic employment numbers, (up 3 years / 6 years and 10 years) both direct and indirect and organised and unorganised separately, for engineering manufacturing and with special focus on sub-sectors of Capital Goods individually like machine tools, textile machinery, process plants, plastic machinery etc. and update the existing Occupational Maps developed by the respective SSCs.
- b) Identify deficiencies in skills identified by industry while hiring from the training institutes and suggest implementable measures for identified by industry while hiring from the training institutes.

- c) Capture list and brief details of all job roles existing or proposed by local industry with reference to the existing Sector Occupational Map prepared by CGSC.
- d) Requirement of human resource Capacity building of the MSME/ancillary industry in the area of influence of the CoE.
- e) Requirement of upskilling / reskilling in specific job roles by the local industry keeping in view the futuristic job roles (for say industry 4.0)

**3.5 Schedule of Activities**

S. No.	Activity	Timeline
1	Presentation of detailed work plan	14 <sup>th</sup> Feb 2017
2	Present Interim Report- 1	10 <sup>th</sup> Mar 2017
3	Present Interim Report - 2	03 <sup>rd</sup> Apr 2017
4	Present Interim Report - 3	25 <sup>th</sup> Apr 2017
5	Final Report and Completion.	30 <sup>th</sup> Apr 2017

Note: CGSC reserves the right to change the dates of presentations.

**4. METHODOLOGY AND REVIEW**

**4.1 Methodology**

The methodologies to be used must follow formal management practice that will ensure that schedules, scope and costs are strictly adhered to and including a methodology to ensure that the CGSC is informed on an ongoing basis regarding project progress/ performance reporting, change requests, project slippage, risks and issues, and a record of all industry stakeholders contacted or consulted. It will be a mix of desk research and one to one contacts using modern communication technologies and also face to face meetings including consultation events / workshops

**4.2 Review and Reporting**

- a) Review to be as per the activity charts. In addition, additional review may be organized as on required basis. Steps of review will be proposed by the contractor.
- b) No additional amount for any expenses for the scheduled / unscheduled meetings will be paid by CGSC.

## 5. GUIDELINES AND INSTRUCTIONS FOR BIDDERS

### 5.1 Essential Qualifications, Competencies and Eligibility of the Bidder

#### Domain Expertise

- a) The consultancy firm applying should have demonstrated capacity for writing the DPR in the subject of setting up green field skills institutes or equivalent with team members who possess excellent relevant qualifications and experience.
  - i. The profile of the proposed project team clearly mentioning their domain areas should be enclosed in the format Annex IV. It is expected that the team proposed for the project will be working on the project.
  - ii. The experience of the organization in similar projects should be enclosed in Annexure V. It is expected that the organization should provide details of at least three similar projects undertaken.
- b) Ability to communicate effectively to a wide range of audiences, interact and facilitate communication between training institutions and industry members.
- c) The project team should have adequate experience, knowledge and understanding of the Indian skills eco-system, its strengths and challenges. Project team members who have worked on similar assignments will be given higher consideration.
- d) The project team should have the ability to observe, seek information, understand, interpret and analyse information and data to bring out logical conclusions and suggestions.
- e) There would be a requirement to work in a participatory mode with CGSC team, steering committee and other stakeholders to make the project successful. This may require extensive travel within India.
- f) Understanding and exposure to SSCs in India.
- g) The details need to be put in Annex

#### Financial

- h) Permanent Account Number (PAN) of Proposer/each consortium member should be available from Income Tax authorities.
- i) Any legal entity duly incorporated in India or an international organization registered in India can participate in the bidding process.
- j) Since payment schedule is re-imburement based, the applicant must have strong financial competence. The cash reserve should be minimum 3 times of the estimated cost of preparation of DPR.
- k) CGSC reserves the right to carry out the capability assessment of the Proposer and the decision of the CGSC shall be final in this regard. Acceptance certificate towards this clause must be submitted.

- l) The bid would be cancelled at any point of time, if the information furnished by the bidder is found to be incorrect. The amount paid till that date should be returned within 15 days of the cancellation of the project contract.

### **5.2 Completeness of Response**

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal.

### **5.3 Proposal Preparation Costs**

- a) The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by CGSC to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. CGSC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) This RFP does not commit CGSC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
- c) All materials submitted by the bidder become the property of CGSC and may be returned completely at its sole discretion.

### **5.4 Bidders' inquiries and CGSC responses**

- a) All enquiries / clarifications from the bidders related to this RFP must be directed in writing exclusively to the contact person notified in this RFP document.
- b) The preferred mode of delivering written questions to the aforementioned contact person would be through post or email. Telephone calls will not be accepted. In no event will the CGSC be responsible for ensuring that bidders' inquiries have been received by CGSC.
- c) After distribution of the RFP, the contact person notified by CGSC will begin accepting written questions from the bidders. CGSC will endeavour to provide a full, complete, accurate, and timely response to the questions. The responses to the queries from all bidders will be distributed to the interested bidders.

### **5.5 Submission of Responses to CGSC**

- a) The bidders should submit responses as per details given in RFP in 3 printed copies of each duly initialled on each page and one non-rewritable CD/DVD as a single file in PDF format + MS word format in a separate sealed envelope.
- b) The bids should be in two parts:
  - i. Technical Proposal
  - ii. Financial Proposal
- c) The CD/ DVD must be duly signed using a permanent Pen/Marker and should bear the name of the bidder organization and the reference id of the RFP.
- d) The original proposal shall be prepared/ printed in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the bidder itself.
- e) Any such corrections must be initialled by the person (or persons) who sign(s) the proposals.
- f) All pages of the proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder.
- g) The technical part of the proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Bid.
- h) All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexure to the Proposal.
- i) Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

### **5.6 Signing and Proposal Submission Format**

- a) The entire proposal shall be strictly as per the format specified as per Para 6.2 of this RFP and any deviation from the formats shall be rejected.
- b) All the communication to CGSC including the proposal and the bid documents shall be initialled on each page by the authorized representative of the bidder and authority letter/power of attorney should be attached with the bid.

### **5.7 Venue and Deadline for submission**

- a) Proposals must be received at the address specified below by 1730 hours on 08 July, 2016 by the authorized representative mentioned in the document.

Mr I S Gahlaut  
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- b) Any proposal received by the CGSC post deadline mentioned above shall be rejected and returned unopened to the Bidder.
- c) The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- d) CGSC shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- e) CGSC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

## **6. GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION**

### **6.1 Preparation of Proposals**

#### **6.1.1 Mandatory Proposal Requirements**

All proposals submitted must meet the following mandatory requirements in order to be considered and suitable for further evaluation

- a) Duly Signed and Completed Forms as attached (Ref. Annexure)
- b) Permanent Account Number (PAN) of proposer/each consortium member from Income Tax authorities in India
- c) The bidder's legal name and any other name under which it carries on business as well as its business number, and whether the bidder is an individual or incorporated entity
- d) Bidders Profile including date of establishment
- e) Turnover and Audited account statement of last three years. Details of each consortium partner for the project should necessarily be included, if applicable.
- f) The bidder's contact information including name of the contact person, address, telephone and fax numbers, and email address
- g) In case of joint submission, copy of contract and other details should be clearly elaborated.
- h) Details of consortium partner/s should clearly have defined with roles, strengths and other relevant details.
- i) Signed statement of being eligible as per the RFP

### **6.2 Proposal Content Guidelines**

In order to facilitate evaluation by CGSC evaluation committee and to ensure each proposal receives full consideration, proposals should be accompanied by the documents as listed below. The proposals may be organized in a format at the discretion of the Proposer:

- a) Proposal Submission Letter along with the following
  - i. Bidders Profile including date of establishment
  - ii. Undertaking to the said effect as per the attached format.



- iii. Turnover and Audited account statement of last three years
  - iv. Other eligibility documents as per the RFP.
  - v. References
- b) Technical Proposal
- a. Technical Proposal should be prepared keeping in view but not limited to the details mentioned under clauses of the RFP
    - i. Descriptive note on the project
    - ii. Detailed approach paper on methodology to accomplish objectives
    - iii. Plan and process for accomplishing the task including verification, validation and checkpoints supported by the verifiable documents/evidences.
    - iv. Interim and Final Deliverable
    - v. Prior Experience with regard to development of similar projects in India or abroad
    - vi. Name wise - Activity wise man-hours proposed
- c) Manpower Details:
- i. Curriculum Vitae of the team should be enclosed.
  - ii. Profile of the senior people managing the project and details and experience of the team working on the project (include the consortium partner's team detail, if applicable).
  - iii. Details of the Technical Person/s with experience of working in the Capital Goods Sector and direct involvement in the project
- d) Financial Bid:
- i. The breakup of single amount quoted in the Financial Bid should be presented and mentioned as per FORM III of the RFP.

## **6.3 Proposed Methodology**

### **6.3.1 Methodology Brief**

**6.3.1.1** This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed and addressing the requirements, to meet or exceed the specifications.

- a) Understanding of major deliverables and control systems to be used to efficiently manage the project and the needs and requirements of the Capital Goods Sector
- b) Detailed work breakdown structure
- c) Discussions with Industry and training intuition stakeholders to understand and analyse the technology and skill gaps and needs to integrate in the overall plan.
- d) Approach to research, consultation, and development process

### **6.3.2 Financial Bid Guidelines**

- a) The Bidder shall indicate the prices of services it proposes to supply under the contract.
- b) All costs shall be inclusive of all taxes, duties, charges and levies of State or Central Governments, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. The benefits realized by Bidder due to lower rates of taxes, duties, charges and levies shall be passed on by Bidder to CGSC. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost.
- c) The Bidder has to include all costs like Travel, Lodging & Boarding, Local Travel expenses, etc. incurred during the implementation. CGSC will not bear any additional costs.
- d) All/ selected bidder would be called for presentation and consultation of the Financial Bids. The bidders would have to share their presentation with the CGSC.
- e) Terms of payment indicated in the RFP shall be final and binding on the Bidder and no alternate terms and conditions proposed in the Proposal shall be considered. The Bidder must also furnish separately in the financial bid the recurring / revenue expenditure, if any.
- f) All prices shall be quoted in Indian Rupees (INR)

### **6.3.3 Language of the proposal**

The Proposals prepared by the bidder as well as all correspondence and documents relating to the proposal exchanged by the Bidder shall be written in English.

### **6.3.4 Period of validity of proposals**

Proposals shall remain valid for 120 days after the date of Proposal submission prescribed by the CGSC, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the CGSC on the grounds that it is non-responsive. In exceptional circumstances, CGSC may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be required nor permitted to modify its Proposal.

### **6.3.5 Format, signing and submission of proposals**

The Bidder shall prepare the proposal as defined under various clauses of the RFP. Each page of proposal must be initialled by the person authorized to sign the document and the proposal must be submitted strictly as per the timeline defined in clause 1.3 and 3.2.

### **6.3.6 Sealing and marking of proposals**

- a) The bidder shall seal the proposal in one outer and two inner envelopes clearly marking **“Developing Detailed Project Report (DPR) to set up 5 Green Field COE for Training,**

**Education and Research for Indian Capital Goods Sector” – “Reference # CGSC/COE/RFP/01/2016”** on top of each envelope.

- b) The Technical proposal and Financial Bid should be in separate sealed inner envelopes as per the requirement, clearly marked Technical proposal or Financial Bid – as the case maybe.
- c) The outer envelope shall be addressed to –  
 Mr I S Gahlaut  
 CEO- Capital Goods Skills Council (CGSC)  
 Awfis, L-29 Outer Circle  
 Connaught Place,  
 New Delhi-110001  
 T: +91-11-65002121
- d) The outer envelope shall indicate the name and address of the bidder at the back of the proposal to enable the proposal to be returned unopened in case it is declared "late."
- e) Both inner envelopes should clearly indicate the name and address of the Bidder on the bottom left side.

**7. PAYMENT TERMS AND CONDITIONS**

- a) The contract(s) signed with the successful consultant(s) will be a fixed price contract. Any expenses by consultants must be included within this contract limit and not separated out for budgeting or invoicing.
- b) In consideration of the contractor satisfactorily completing all of its obligations under this contract, the contractor shall be paid a firm price based on deliverables. No increase in the total price would be considered unless it is resulting from any design changes, modifications or interpretations of the specifications at the behest of written request by Authorised Person of CGSC.
- c) Payments shall be made within 15 working days by CGSC after submission of invoice as per payment terms. CGSC representative or its nominated committee shall certify corresponding milestones agreed and achieved.
- d) Payments shall be made in Indian Rupees/ INR.
- e) Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract.
- f) It is proposed to enter into a deliverables based payment with the Bidding Agency selected to conduct this exercise details of which are as under:

S. No	Payment Reimbursement Terms	% of Total Amount
1	Signing of the contract between CGSC & Proposer	25
2	Submission of 2 <sup>nd</sup> Presentation	25
3	Submission of 4 <sup>th</sup> Presentation	25

4	Submission and acceptance of Final DPR	25
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## **8. PROPOSAL OPENING AND EVALUATION**

### **8.1 Presentation by Bidders & Opening of the Bid**

- a) All or selected bidders would be asked to make presentation/s of their Technical Bids to the CGSC Evaluating Committee.
- b) The shortlisted bidder from the Technical bids would be requested to make the presentation of their financial bids and rationale for it.
- c) For the bids opening and presentation schedule refer to schedule of events at para 1.1.4

### **8.2 Clarification of proposals**

- a) To assist in the examination, evaluation and comparison of proposals, CGSC may at its discretion, ask the Bidder for clarification of its Proposal.
- b) CGSC will examine the proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are in order.
- c) Prior to the detailed evaluation, CGSC will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. CGSC's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.
- d) A Proposal determined as not substantially responsive will be rejected by CGSC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

### **8.3 Evaluation and comparison of proposals**

- a) CGSC would evaluate the response to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence shall be rejected.
- b) CGSC decision on the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- c) Each of the responses shall be evaluated to validate compliance of the bidders according to the following criteria as per format and supporting documents mentioned against each clause.
- d) CGSC would constitute an evaluation committee consisting of experts for the purpose of evaluating the proposals received. The committee may also participate in the pre bid meetings, undertake interviews and process monitoring. Refer to Annexure A for the evaluation criteria.

e) A two-stage procedure will be utilised in evaluating the bids.

### 8.3.1 Stage 1: Prequalification/Technical Bid

- a) Evaluation of the technical proposal prior to any financial bid being opened and compared.
- b) The bid submission would be followed by a presentation by the bidder. The selected bidders will be required to make a detailed presentation.
- c) A score of 70 has been allocated to the technical bid. The weightage of the written proposal and the presentation will be equal i.e. 50:50. The Technical proposal will be evaluated on the basis of its meeting the Evaluation parameters in the table “**Evaluation Criteria for Technical Proposal**” below.

#### Evaluation Criteria for Technical Evaluation of the Proposal

S. No.	Evaluation Criteria	Definition		Score
1.	<b>Profile of the Project Management team</b>	A team should comprise of experienced people in different spheres of the project. The project leader should preferably have good understanding of the Sector.  CVs of the team deputed for this project along with allocation of work duly mentioned in the relevant forms in this RFP.	10	30
2.	<b>Profile of the Project Execution team</b>		10	
3.	<b>Details of the Technical Person/s with relevant experience in the Capital Goods Sector, skills development sector and/or with similar project.</b>		10	
4.	<b>Capability and Technical ability</b>	Understanding of the project concept, strengths and challenges of the skills ecosystem stakeholders and their ability of collect, collate and analyse the data to suggest workable and economically viable solutions to operationalise the COE.	10	40
5.	<b>Field Presence</b>	Span of spread of Operations, of the Organisation at the target locations.	3	
6.	<b>Methodology of Execution</b>	Description of the project management methodology,	12	

		detailed work plan describing processes, key activities, approach to the research, consultation, detailed work breakup, monitoring of project activities, control and check points, pert charts etc. to effectively manage the project.		
<b>7.</b>	<b>Timelines for Execution</b>	Capacity to achieve milestones and complete the project timelines as defined in the RFP	<b>5</b>	
<b>8.</b>	<b>Experience of work on similar projects in India or abroad</b>	Prior experience of developing / working on similar project for any other SSC / organisations in India or abroad	<b>10</b>	
<b>TOTAL POINTS</b>				<b>70</b>

### 8.3.2 Stage 2: Financial Bid

- a) The Bidder shall indicate all-inclusive prices it proposes attach with the development of DPR for setting up COE.
- b) A Score of 30 has been allocated to the financial bid.
- c) The financial bid of the proposers will be opened only for submissions that would clear the minimum technical score of 70% of the maximum obtainable score in the evaluation of the technical proposal.
- d) The selected bidders post technical evaluation would be required to make a detailed presentation of the quoted amount and the rationale.

**8.4** The contract will be awarded to the consulting firm which qualifies both the technical bid and financial bid.

**8.5** The decisions of the CGSC Evaluation Committee shall be final.

## 9. RIGHTS OF CGSC AND RESPONSIBILITIES OF THE CONSULTANT

### 9.1 Amendment or Supplement information to RFP

- a) At any time prior to the last date for receipt of bids, CGSC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by an amendment.
- b) The amendment will be intimated to all proposers who confirm their intention to participate, by email.
- c) In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, CGSC may, at its discretion, extend the last date for the receipt of Bids.

- d) CGSC may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.
- e) The bidders are allowed to resubmit their bid- if required, after such amendments.

## **9.2 CGSC rights to terminate the process**

- a) CGSC may terminate the RFP process at any time and without assigning any reason. CGSC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by CGSC. The bidder's participation in this process may result in CGSC short listing the bidder and awarding the contract.

## **9.3 CGSC Rights to accept / Reject any or all Proposals**

- a) In case of tie between the two or more organizations, decision of CGSC should be considered final and acceptable to the bidders.
- b) The CGSC reserves the right to accept or reject any proposal, and to annul the short listing process and reject all responses at any time without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for CGSC action

## **9.4 Short listing Criteria**

- a) The Evaluation Committee of CGSC consisting of experts would evaluate and select the successful bidder. Refer to Annexure A for evaluation criteria.
- b) Any attempt by a Bidder to influence its bid evaluation process may result in the rejection of the Bidder's Bid.

## **9.5 Modification and withdrawal of Proposals**

- a) The Bidder may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the CGSC prior to the deadline prescribed for submission of Proposals.
- b) The Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by mail but followed by a signed confirmation copy.
- c) No Proposal may be modified subsequent to the deadline for submission of proposals.
- d) No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Bidder on the Proposal Submission Form.

## **9.6 Responsibilities of the Consultant**

- a) Carrying out the activities as indicated in this document and submission of all project deliverables to CGSC, within the stipulated time frame;
- b) Adhere to the timelines mentioned/agreed as per the terms of this RFP.
- c) Ensure that the quality of deliverables meet the expectations of CGSC.

- d) For any workshop / group discussion / presentation to be made during the project duration, the consultant will conduct the workshop, prepare presentations and resource material (to be approved by CGSC) and document the proceedings of the workshop. Consultant will be expected to submit the presentation before the workshop /group discussion /presentation.
- e) The consultant will share with CGSC all intermediate documents, drafts, reports, surveys and any other item related to this assignment. No work products, methodology or any other methods used by the consultant should be deemed as proprietary and non-shareable with CGSC by the consultant.
- f) Consultant will work in close coordination with the CGSC team for this project.
- g) The selected Consultant will be fully and completely responsible to the CGSC for all the deliverables
- h) The Consultants would be responsible to provide CGSC, a professional, objective and impartial advice and at all times hold the CGSC's interest's paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

## **10. AWARD OF CONTRACT AND SETTLEMENT OF DISPUTES**

- a) CGSC reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder(s) of the grounds for the CGSC's action prior to expiration of the period of proposal validity
- b) CGSC will award the contract to the qualified bidder whose proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned. CGSC reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.
- c) The CGSC reserves the right to:
  - i. Enter into negotiations with one or more applicant on any aspects of the proposal
  - ii. Accept any proposal in whole or in part
  - iii. Award contract with one or more consulting organisations
  - iv. Verify any or all information provided in the proposal
- d) The selected bidder would be notified in writing by CGSC. As noted earlier in this document, this date is subject to change at the sole discretion of the CGSC. The signing of the agreement between CGSC and the bidder is subject to the approval by the Ministry of Skills Development and Entrepreneurship and or Department of Heavy Industries Government of India.



- e) The contract to be entered into between the selected bidder and CGSC would contain CGSC standard terms and conditions. If, in the opinion of the CGSC, it appears that a contract will not be finalized with the selected vendor, negotiations with other vendors submitting responsive proposals may be undertaken.
- f) CGSC may assign an employee to interface with the project management team to monitor and seek information to document details of:
  - i. Project Management
  - ii. Fund Utilization
  - iii. Process for interfacing with industry
  - iv. Recording and Maintenance of Evidences
  - v. Ad-hoc querying etc.

## 11. ANNEXURES

### FORM - I

PROPOSER'S UNDERTAKING LETTER (to be on Proposer's letterhead)

To:

Mr I S Gahlaut  
CEO  
Capital Goods Skills Council (CGSC)  
L-26, Outer Circle  
Connaught Place  
New Delhi-110001

Dear Sir/Madam,

Sub: **“Developing Detailed Project Report (DPR) to set up 5 Green Field COEs for Training, and related Research for Indian Capital Goods Sector” (Reference # CGSC/COE/RFP/01/2016)**

We, the undersigned, as Proposer, having examined the complete RFP document (along with its annexure, forms etc.), do hereby offer to **Develop Detailed Project Report (DPR) to set up 5 COE for Training, Education and Research for Indian Capital Goods Sector** in full conformity of your requirements as elaborated in above said RFP for the amounts mentioned by us in the Financial bid or such other sums as may be agreed between us.

We hereby agree to all the terms and conditions stipulated in the RFP and submit herewith our proposal for the said Project.

Yours faithfully,

(Authorised Signatory)

In the capacity of \_\_\_\_\_

Duly authorized to sign the proposal for and on behalf of Principal Proposer.

**FORM –II**

**Letter for Submission of Technical Bid (to be on Proposer's letterhead)**

To:

Mr I S Gahlaut  
CEO  
Capital Goods Skills Council (CGSC)  
Awfis, L Block  
Connaught Place  
New Delhi-110001

Dear Sir/Madam,

**Sub: "Developing Detailed Project Report (DPR) to set up 5 Green Field COEs for Training, and related Research for Indian Capital Goods Sector" (Reference # CGSC/COE/RFP/01/2016)**

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer. We also hereunder submit the required information:

- Bidders Profile including date of establishment
- Turnover and Audited account statement of last three years
- Undertaking to the said effect as per the attached format.
- Profile of the Team Management and Consultants executing the project
- Descriptive note, detailed approach paper and methodology of the project
- Financial Bid should be presented and mentioned as per FORM III.

We certify that all statements stated in the proposal and with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the CGSC reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive or in other action which the CGSC may consider appropriate.

We understand that CGSC is not bound to accept the offer and that CGSC has the right to reject the offer without assigning any reasons whatsoever.

Yours faithfully,

Authorised Signatory of Proposer  
(Name & Designation, seal of the firm)

**FORM III**

**Letter for Submission of Financial Bid (to be on Proposer's letterhead)**

To:  
I S Gahlaut  
CEO  
Capital Goods Skills Council (CGSC)  
Awfis, L Block  
Connaught Place  
New Delhi-110001

Date

Dear Sir/Madam,

Sub: **“Developing Detailed Project Report (DPR) to set up 5 Green Field COEs for Training, and related Research for Indian Capital Goods Sector” (Reference # CGSC/COE/RFP/01/2016)**

Having examined the proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to take up the job, as mentioned in the **RFP for Developing Detailed Project Report (DPR) to set up 5 Green Field COEs for Training and related Research for Indian Capital Goods Sector** in conformity with the said proposal documents for the sum of .....(Rs.)

We undertake, if our proposal is accepted, to deliver in accordance with the delivery schedule specified in the RFP. Until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this..... Day of.....2017

(Signature)

(Name) (in the capacity of)

Duly authorized to sign proposal for and on behalf of the Proposer.

Schedule of prices (Financial Bid)( **Format at discretion of Proposer**)

### Form-IV: Resource Profiles

Using the format provided below, please provide summary information on the team you propose for the project.

#### **Part 1: Resource Summary**

S. No	Proposed Role	Number of Resources	Area of Expertise	Key Responsibilities	Experience of working Capital Goods Sector & Skills Development Sector
1					
2					
3					
4					
5					

(please add more rows if required)

#### **Part 2: Format for the Curriculum Vitae**

(The CV should not exceed 3 pages)

S. No	Item	Description
1	Name	
2	Designation	
3	Role proposed for	
4	Current responsibilities in the responding firm	
5	Total years of relevant experience	
6	Years of experience with the responding firm	
7	Educational qualifications: <ul style="list-style-type: none"><li>• Degree</li><li>• Academic institution graduated</li></ul>	

	<p>from</p> <ul style="list-style-type: none"> <li>• Year of graduation</li> <li>• Specialization (if any)</li> </ul> <p>Professional certifications (if any)</p>	
8	<p>Professional Experience details (project-wise):</p> <ul style="list-style-type: none"> <li>• Project name</li> <li>• Client</li> <li>• Key project features in brief</li> <li>• Location of the project</li> <li>• Designation</li> <li>• Role</li> <li>• Responsibilities and activities</li> <li>• Duration of the project</li> </ul>	
9	<p>Summary of the individual's experience which has direct relevance to the project</p>	

## Form V: Relevant Project Experience

### Part 1: Project Experience Summary

S No	Name of the Project/Engagement	Client Name	Duration(Period)	Value
1				
2				
3				

(Please add more row if required)

### Part 2: Project Profile Template

For each of the projects cited above, provide a brief project profile using the format given below. The profile for each project must be provided in less than 1 page.

S. No	Item	Details
1	Project title	
2	Name of the Client	
3	Name of the contact person from the client organization who can act as a reference with contact details <ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• Address</li> <li>• Phone Number</li> <li>• Mobile Number</li> <li>• Email ID</li> </ul>	
4	Duration (Start Date and End Date)	
5	Current Status	
6	Number of personnel deployed (Peak team size)	
7	Value of the engagement	
8	Narrative description of project: (Highlight the components / services involved in the project that are of similar nature to the project for which this RFP is floated.	
9	Description of actual services provided by the responding firm within the project and their relevance to the envisaged components / services involved in the project for which this RFP is floated.	
10	Description of the key areas where significant contributions are made for the success of the project.	