**Annexure - I**



**TERMS OF REFERENCE**

**FOR ENGAGEMENT OF AN AGENCY FOR PROVIDING CONSULTING SUPPORT**

**BACKGROUND**

* Small Industries Development Bank of India (SIDBI) is appraising the proposals relating to electronic manufacturing cluster. SIDBI has set up a dedicated Project Management Unit-PMU to manage the same based at 12th Floor, Videocon Tower, Jhandewalan, New Delhi.
* In this regard, SIDBI is seeking the services of an agency on contractual basis to provide technical and financial inputs.

**SCOPE OF SERVICES**

SIDBI proposes to engage the services of a reputed consulting agency on contractual basis to provide technical support for appraisal of projects related to electronics/engineering/electrical industry. The agency should depute two suitable professionals at SIDBI, PMU at New Delhi. The professionals should have experience in detailed appraisal (financial and technical) of project related to electronics/engineering/electrical industry.

**DURATION OF SERVICES**

The term for the consulting agency will initially be for **one year** from the date of signing of contract and extension of the same will be subjected to satisfactory performance.

# Pre-Qualification Criteria

**Consulting agency**

* Should be a company registered in India and have earned net profit in the last two financial years.
* Should be in existence for not less than 10 years and based in New Delhi.
* Should preferably be a government / PSU / partly owned PSUs.
* Should have experience in vetting / evaluating / appraising of Detailed Project Report (DPR) for technical and financial viability of project. (Preferably should have worked for any central / state govt dept / public sector entities)
* Should have provided consultancy in technology related services. Experience in providing background information on technology, maintaining technological database will be preferred.

**Procurement Process & timelines**

* The interested agencies will be required to submit detailed proposals (Technical Bid) and costing on a prescribed financial format (Commercial Bid).
* The Technical and Commercial Bid submitted after the deadline dates will not be entertained.

The proposed tentative timeline for the above procurement process is given below:-

|  |  |  |
| --- | --- | --- |
| Sr No | Action Plan for procurement process | Expected date of completion |
| (i) | Floating of Tender | November 27, 2015 |
| (ii) | Last date of receipt of application from agencies for empanelment | December 18, 2015 |
| (iii) | Opening of Technical bids | December 22, 2015 |
| (iv) | Opening of commercial bid | December 28, 2015 |
| (v) | Selection of successful bidder | December 29, 2015 |
| (vi) | Awarding & signing of Contract | December 30, 2015 |

**EVALUATION CRITERIA**

**Pre-Qualification Criteria**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Specific Requirements** | **Documents required** |
| 1 | The bidder should be a registered company in India | Copy of registration certificate |
| 2 | Have earned net profit in the last two years. | Audited Annual Financial Statements – Profit and Loss Statement and Balance Sheet of the last 3 years. |
| 3 | The bidder must in existence for not less than 10 years | Certificate of incorporation |
| 4 | The bidder must be based in New Delhi. | Address proof of the office in New Delhi. |

**Technical Evaluation Criteria**

Bidders who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical and Financial evaluations

The scoring criteria for technical evaluation are given below:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Criteria of Assessment** | **Requirement** | **Max marks** |
| 1 | Evaluating /vetting/appraisal of Detailed Project Reports | > 250 DPRs = 50 marks  > 150 < 250 DPRs =30 marks  < 150 DPRs =15 marks | 50 |
| 2 | Experience in providing consultancy on financial and technology related services, maintaining technological database | 1. Experience in technology related services = **10 marks**  2. Years of experience in financial and technology related services = **10 marks**  > 5 years = 10 marks  > 2 < 5 years = 5 marks  3. Maintaining technological database = **10 marks** | 30 |
| 3 | Experience in working for central/state govt dept/public sector entities | Worked for central/state govt dept/public sector entities = 15 marks | 15 |
| 5 | The agency is government / PSU / partly owned PSU entity | Govt / PSU / partly owned PSU entity = 5 marks | 5 |
|  | **Total marks** |  | **100** |

Bidders, whose bids are responsive, and score at least 60 marks from the technical evaluation criteria, would be considered technically qualified.

**Commercial Bid Evaluation**

* The Financial Bids of technically qualified bidders will be opened on the prescribed date
* The bidder with lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) =

{(Commercial Bid of L1/Commercial Bid of the Bidder) X 100}%

(Adjusted to two decimal places)

* The bid price will include all taxes and levies and shall be in Indian Rupees.
* Any conditional bid would be rejected

**Combined and Final Evaluation**

The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.

The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

# REPORTING

The consulting agency shall report to the Deputy General Manager, SIDBI PMU, New Delhi or as may be decided at the discretion of SIDBI. The consulting agency shall work closely with the department and other persons / Consultants / specialists responsible for the activities in SIDBI for all the related tasks associated with the assignment.

# DURATION

The contract would initially be for one year with periodic / quarterly review. Either side may terminate the contract with 30 days notice or payment of pro-rata monthly compensation in lieu thereof.

On annual review if the performance of the consulting agency is found to be satisfactory, the contract could be renewed for the further period based on the requirement, if any.