

**EXPRESSION OF INTEREST (EOI)**

Centre for Advanced Agricultural Science and Technology (CAAST) for Climate Smart Agriculture and Water Management (CSAWM), a NAHEP, ICAR, New Delhi project of 1990.10 lakhs being implemented at Mahatma Phule Krishi Vidyapeeth, Rahuri, invites EOI from qualified and experienced consultant(s) to provide support to the project in following field:

- A. Consultancy service(s) for technical report writing and training:** The experienced individual consultant will have the responsibility of assisting in management, monitoring, reporting and evaluation activities stated in project plan and assisting in organization of online/ on campus training.
- B. Number of Positions:** 01 (One)

Monitoring Organization: Centre for Advanced Agricultural Science and Technology (CAAST) for Climate Smart Agriculture and Water Management (CSAWM), Mahatma Phule Krishi Vidyapeeth, Rahuri, Maharashtra

1. Expression of Interest must be submitted in hard copies to the address given below by **14/12/2021** till **1800** hours latest.

2. Further enquiries regarding above consultancy services may be obtained from CAAST-CSAWM at 09860593836 or 09423025990 and by writing to caast.csawm2018@gmail.com

Annexure: Details of terms and conditions for the consultancy

	Consultancy services will be based on Least Cost Based Selection of technically sound proposals.
	The consultant must have at least two years of experience and should have academic and professional background related to the work being offered as stated on Sr. No. 3 of Annexure - 1
	The period of this contract will be upto March 2022 from the date of award of the contract.
	The consultant will be reimbursed fee monthly upon satisfactory approval of the report, schedule and documents and the production of invoice (Refer Annexure – 2)
	The consultant may be based at MPKV (Rahuri or Pune campus) and/or distantly work with mutual agreement from time to time. In case of “distant working mode” consultant will need to be available on line; and visit MPKV, Rahuri for specified duration. The expenses incurred for the purpose of visit for the specified duration will be reimbursed as per the prevailing rules and regulations of the project for the consultant working in distant mode.
	In case the consultant needs to travel to the different parts of the country for the assigned task of the CAAST-CSAWM project. CAAST-CSAWM, MPKV, Rahuri will try to arrange for the accommodation of the consultant at ICAR/SAU guest houses located in different parts of the country. Payment towards the accommodation and travel will have to be made by the consultant which will be reimbursed for the same by CAAST-CSAWM subject to production of actual receipts and as per prevailing rules and regulations applicable to CAAST-CSAWM from time to time.
	A daily allowance in addition to the guest house charges, travel charges will be admissible as per the prevailing rules and regulations applicable to CAAST-CSAWM project.
	Those interested may submit Expressions of Interest by providing the information on the following address without fail, please refer detailed RFP (Request for Proposal) for submission of EOI.

Address:

**Centre for Advanced Agricultural Science and Technology (CAAST)
for Climate Smart Agriculture and Water Management (CSAWM)**

Mahatma Phule Krishi Vidyapeeth, Rahuri, 413 722, Maharashtra, India

Email: caast.csawm2018@gmail.com

Phone: 09860593836/09423025990

No CAAST Project / 1314 / 2021
MPKV, Rahuri
Date. 23 / 11 / 2021

ASSIGNMENTS

Individual Consultant

(Selection through short list)

Least Cost Based Selection

No CAAST Project | 1314 | 2021
MPKV., Rahuri
Date. 23 / 11 / 2021

LETTER OF INVITATION

Dear Sir/Madam,

Subject: The submission of proposals for **Consultancy service(s) for technical report writing and monitoring ...**

1. You are hereby invited to submit technical and financial proposals for consultancy services required for technical report writing and monitoring which could form the basis for future consultation and ultimately a contract between you and CAAST-CSAWM, MPKV, Rahuri.
2. The purpose of this assignment is:
 - (a) To assist in management, monitoring, reporting and evaluation activities stated in project plan and assisting in organization of online/ on campus training. **(Refer Terms of Reference (ToR) provided in Annexure 1 and 2 for detailed activities to be carried out, job description, qualifications, and experience)**
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) Terms of reference (TOR) (Annexure 1);
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure 2); and
 - (c) A Sample Form of Contract for Consultants' Services under which the services will be performed (Annexure 3).
4. The client has received a loan from the International Bank for Reconstruction and Development (IBRD)/ credit from the International Development Association (IDA) in various currencies toward the cost of **Centre for Advanced Agricultural Science and Technology for Climate Smart Agriculture and Water Management (CAAST-CSAWM)**, and intends to apply a portion of this loan to eligible payments under this contract. Payments by IBRD will be made only at the request of client and upon approval by IBRD/IDA, and will be subject, in all respects, to the terms and conditions of the Loan/ Credit Agreement. The Loan/ Credit Agreement prohibits a withdrawal from the Loan/ Credit Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the client shall derive any rights from the Loan/ Credit Agreement or have any claim to proceeds.
5. In order to obtain firsthand information on the assignment and the local conditions, it is considered desirable that **you visit or contact office of CAAST-CSAWM project at MPKV, Rahuri**, before the proposal is submitted. You may meet the following officials:

Dr. M.G. Shinde,
Prof. of SWCE
& CO-PI, CAAST-CSAWM,
MPKV, Rahuri
Mobile No: 9403605979
Email Id: mgshinde18@gmail.com

Dr. A.A. Atre,
Professor, SWCE
& Procurement Officer, CAAST-
CSAWM,
MPKV, Rahuri,
Mobile No: 9860593836
Email Id: atreatul@gmail.com

Please ensure that advance intimation regarding your visit shall be sent to make appropriate arrangements.

6. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the "Supplementary Information for Consultants." (Annexure 2)
- 6.1 The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for consultants. The first envelope marked "**TECHNICAL PROPOSAL**" should include your general experience in the field of assignment, the qualification and competency for the assignment and the proposed work plan, methodology and approach in response to suggested terms of reference (ToR) i.e. (Forms F-2, F-3 and F-4). The first envelope **should not contain any cost information whatsoever.** The second envelope marked "**FINANCIAL PROPOSAL**" (Form F-5) must also be sealed and should contain the detailed price offer for the consultancy services.

You will provide detailed break down of costs and fees as follows:

- Remuneration (Total fee considering Monthly Rates) including tax as applicable
- Any other (please mention the details)

Note: Reimbursable such as per diem, transportation etc. will be applicable as per prevailing rules and regulations.

Both the sealed envelopes should again be placed in a sealed cover superscribed as Bid for "**Consultancy for technical report writing and monitoring**" which will be received in the office of the "Principal Investigator, Centre for Advanced Agricultural Science and Technology for Climate Smart Agriculture and Water Management (CAAST-CSAWM), Mahatma Phule Krishi Vidyapeeth, Rahuri, (MS) 413 722 upto 1800 hours on or before **14th December 2021.**

7 **Opening of proposal**

The proposals (first envelope containing technical proposal only) will be opened by the committee formed under the chairmanship of **the Principal Investigator** or his authorized representative or the university personnel nominated by the competent authority in CAAST-CSAWM office at **15.00 hours on 16th December 2021.** It may please be noted that the second envelope containing the detailed price offer will not be

opened until technical evaluation has been completed and the result approved and notified to all consultants.

8. **Evaluation**

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. The technical proposals will be evaluated using the following criteria:

- (i) The consultant's relevant experience for the assignment (5 points); (in terms of number of years assignments/projects handled in scope of work as outlined in clause 3 of Annexure 1). **Please refer form F-3.**
- (ii) The quality of the methodology proposed (25 points). You are requested to provided information on the methodology that you propose, infrastructure available with you, access to different industries or organization and their infrastructure and networking. **Please refer form F-4.**
- (iii) The qualifications and experience of the consultant (CV) (70 points). **Please refer form F-2.**

Curriculum vitae of the consultant for assessing the qualifications and experience (item no. iii **Please refer form F-2**) should be included with the proposal (in the format of the sample curriculum vitae). You will be rated in accordance with:

- (a) General qualifications (Graduate, Postgraduate, Diploma or special courses) - (30 points)
- (b) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields like those required as per terms of reference, type of positions held, time spent with the firm, number of assignments/projects completed successfully etc.) - (60 points)
- (c) Involvement in skills transfer program and training ability in terms of training delivered, technology transferred, presentations in conferences/seminars/workshops and similar other activities - (10 points)

(Note: These points will be converted to out of 70 points)

9. **Deciding Award of Contract**

Quality and competence of the consulting service shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

- (a) Technical proposals scoring not less than 75 % of the total points will only be considered for financial evaluation. Consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The consultants who have secured the minimum qualifying mark will be notified by electronic mail or telephonically indicating the date and time set for opening of Financial Proposals.
- (b) The Financial Proposals will be opened by the committee formed under the chairmanship of the Principal Investigator or his authorized representative or the university personnel nominated by the competent authority in CAAST-CSAWM

office at **15.00 hours on 20th December 2021**. The name of the consultant, the technical scores, and the proposed prices will be recorded, and comparative statement will be prepared.

- (c) The evaluation committee will determine whether the Financial Proposals are complete. **The committee will select technically qualified individual quoting least cost for the job on hand.**
10. Please note that the Principal Investigator, CAAST-CSAWM, MPKV, Rahuri is not bound to select any of the Consultant submitting proposals.
11. You are requested to hold your proposal valid for 45 days from the date of submission without change the personnel proposed for the assignment and your proposed price. The Principal Investigator, CAAST-CSAWM, MPKV, Rahuri will make its best efforts to select a consultant within this period.
12. Please note that the cost of preparing a proposal and of negotiating a contract including visits to office of the CAAST-CSAWM, MPKV, Rahuri, if any, is not reimbursable as a direct cost of the assignment.
13. Assuming that the contract can be satisfactorily concluded in **March 2022**, you will be expected to take-up/commence with the assignment from **December 2021/ January 2022**.
14. We wish to remind you that you and any firm, with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.
16. Tax Liability
Please note that the remuneration which you receive from this contract will be subject to the normal tax liability in India and the concern consultant will be responsible for the payment of income tax as specified by GoI/State Government or any other government authorities. Kindly contact the concerned tax authorities for further information in this regard, if required.
17. The post for consultant is for short term assignment and on contract basis. Any person engaged/recruited for this assignment cannot claim for the permanency of any kind by virtue of his/her contractual appointment.
18. We would appreciate if you inform us by mail/Email:
(a) Your acknowledgment of the receipt of this letter of invitation; and
(b) Whether or not you will be submitting a proposal.

Enclosures:

1. Terms of Reference (ToR).
2. Supplementary Information to Consultants.
3. Draft letter of agreement under which service will be performed.

Yours faithfully,



Annexure - 1

Terms of Reference (ToR) for Consultancy Service(s) for technical report writing and monitoring

1. BACKGROUND

The National Director, National Agricultural Higher Education Programme (NAHEP), Indian Council of Agricultural Research (ICAR), New Delhi approved the project for establishment of Centre for Advanced Agricultural Science and Technology (CAAST) for Climate Smart Agriculture and Water Management (CSAWM) and communicated the sanction to the total amount of Rs. 1990.1 lakhs to Mahatma Phule Krishi Vidyapeeth, Rahuri for implementation at its two campuses (i) Central Campus, MPKV, Rahuri and (ii) College of Agriculture, Shivajinagar, Pune. Centre for Advanced Agricultural Science and Technology for Climate Smart Agriculture and Water Management has started functioning with the following major objectives:

- To develop the capacity amongst the faculties and scientists for the development and adoption of the precise Climate Smart Agriculture and Water Management technologies,
- To start the one year Post Graduate Diploma and make provision for the perspective beginner/middle level faculties/researchers for Post Doctorate studies in precision water management, precise climate smart agriculture and Geo-informatics,
- To conduct end-to-end capacity building through on-the-job training and case study-based learning; enhance the employment and placement rate; and business and entrepreneurship opportunities.
- To develop an integrated system including RS/GIS and sensor-based technologies, and mobile applications and their applications for climate smart and precision agriculture and water management.

To achieve these objectives several activities are being undertaken.

2. CONCISE STATEMENT OF OBJECTIVES

The organization of various related activities will be undertaken to achieve above objectives. However, for smooth functioning, the project also seeks consultancy services from individual (s) that will provide support to management, monitoring, reporting and evaluation activities in project plan.

3. OUTLINE OF THE TASKS TO BE CARRIED OUT

The consultant must support and provide the services for:

- Creation and maintenance of comprehensive project documentation.
- Development of detailed project plan to monitor and track progress of project.

4. OUTCOMES AND DELIVERABLES

The consultant will have the responsibility of timely and quality technical support to the CAAST team members, research associates in line with work plan. While accomplishing the above work, consultant will exercise all checks / scrutiny to ensure that the information / reports submitted to

the project authorities represent a true and fair view of the task accomplished by the consultant(s) in the project.

5. DURATION OF THE ASSIGNMENT

The position is based at CAAST-CSAWM office, MPKV, Rahuri, Ahmednagar (Maharashtra) initially till 31/03/2022. The assignment will be financed under NAHEP-CAAST project entitled “Centre for Advanced Agricultural Science and Technology for Climate Smart Agriculture and Water Management”, MPKV, Rahuri.

6. DATA, SERVICES, PERSONNEL, AND FACILITIES TO BE PROVIDED BY THE PROJECT

The CAAST-CSAWM, MPKV, Rahuri will provide office space, communications and other resources required for smooth implementation of the assignment. Further administrative approvals/clearance will be provided wherever necessary.

7. COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANTS’ WORK

A review committee will be formed from project side under the chairmanship of Principal Investigator, CAAST-CSAWM, MPKV, Rahuri or his/her representative and this committee will review all reports of consultants and suggest any modifications/changes considered necessary within stipulated period of time.

8. QUALIFICATION AND EXPERIENCE REQUIREMENT

The consultant should have following job description, qualifications, and experience:

A.	Job Description:
i.	To provide support to management, monitoring, reporting and evaluation activities of project.
ii.	Contribute to drafting, quality assurance and finalization of various reports, papers and documentation generated through the project as per requirements of NAHEP.
iii.	Providing guidance on commercial reporting practices including monitoring and evaluation procedures, development of monitoring tools and techniques.
iv.	Ensure overall quality of documents and compliance with criteria given by NAHEP and other official guidelines and directives.
v.	Develop a detailed project plan to monitor and track progress of project specifically to analyze the successful completion of short-and long-term goals.
vi.	Create, update, and maintain comprehensive project documentation and ensure that Principal Investigator and other authorities of project are updated on these and follow up as required.
vii.	Co-ordinate and regularly hold meetings to ensure smooth implementation of all program/project activities.

viii.	Perform other related duties as assigned by Principal Investigator of the project and/or concerned CAAST-CSAWM team member.
B.	Educational Qualification:
i.	The applicant must have as minimum a Degree / PG degree or equivalent standard of education from recognized University.
C.	Experience:
i.	The applicant should have 05 years of experience of documentation, monitoring of industrial/NGO's/SAU's/ICAR/World Bank projects.
D.	Conditions:
i.	Ability to work independently and as part of a team.
ii.	Formal training in monitoring and evaluation will be an added advantage.
iii.	Good management and co-ordination skills, and experience on technical project implementation.
iv.	Knowledge of program design or frameworks for monitoring and evaluation.
v.	Experience and skills in training and transfer of knowledge.
vi.	Excellent verbal and written communication skills
vii.	Strong analytical skills including analysis of both quantitative and qualitative data.
viii.	Excellent organizational and time management skills required to meet deadlines.
ix.	Competence in Information Technology (IT).
x.	The consultant may be based at MPKV (Rahuri or Pune campus) and/or distantly work with mutual agreement from time to time. In case of “distant working mode” consultant will need to be available on line; and visit MPKV, Rahuri for specified duration.
xi.	In case the consultant needs to travel to the different parts of the country for the assigned task of the CAAST-CSAWM project. CAAST-CSAWM, MPKV, Rahuri will try to arrange for the accommodation of the consultant at ICAR/SAU guest houses located in different parts of the country.

Annexure - 2

SUPPLEMENTARY INFORMATION FOR CONSULTANT(S)

Proposals

1. Proposals should include the following information:

(a) Technical Proposals

- (i) Curriculum Vitae of consultant **(F-2)** (For the evaluation of 70 points as per 8(iii) of letter of invitation).
- (ii) An outline of recent experience on assignments/projects of similar nature executed during the last three years in the format given in form **(F-3)**.
- (iii) Any comments or suggestions of the consultant on the Terms of Reference **(ToR)**.
- (iv) A description of the way consultant would plan to execute the work. Work plan time schedule in form **(F-4)** and approach or methodology proposed for carrying out the required work. (For the evaluation of 25 points as per 8(ii) of letter of invitation)

(b) Financial Proposals

The financial proposals should be given in the form of summary of contract estimate in form **(F-5)**.

2. **Single Copy** of the proposal should be submitted to the Principal Investigator, Centre for Advanced Agricultural Science and Technology, Mahatma Phule Krishi Vidyapeeth, 413722.
3. The consultant(s) should note that the contract for this assignment will be with CAAST-CSAWM, MPKV, Rahuri. Payments to the consultant(s) will be made in accordance with an agreed estimated schedule and invoices with relevant supporting documents submitted for approval on a timely basis. The payment will be made preferably on monthly basis on completion of the stated task, submission of the reports in respect of completed task and invoice thereof in specified format.
4. **Review of reports**
A review committee will be formed from project side under the chairmanship of Principal Investigator, CAAST-CSAWM, MPKV, Rahuri or his/her representative and this committee will review all reports of consultants and suggest any modifications/changes considered necessary within stipulated period of time.

FORM NO. (F-1)

From

To

To,
Procurement Officer,
CAAST-CSAWM,
MPKV, Rahuri

Sir:

Hiring of Short-Term Consultancy Services for — — — Regarding

I / We _____ Consultant/Consultancy firm herewith
enclose Technical and Financial Proposals for the selection as consultant for -
_____.

I / We undertake that, in competing for (and, if the award is made to us, in executing) the
above contract, I / We will strictly observe the laws against fraud and corruption in force in India
namely “Prevention of Corruption Act 1988”.

I / We hereby certify that steps have taken to ensure that no person acting for us or on our
behalf will engage in bribery.

Yours faithfully,

Signature: _____
Full name _____
and address: _____

FORM (F-2)

SUGGESTED FORMAT OF CURRICULUM VITAE FOR CONSULTANT(S)

1. Name:
2. Profession/
Present Designation:
3. Years with Firm/Organization: _____ Nationality:
4. Area of Specialization:
5. Key Qualifications:

(Under this heading, give outline of Consultant's experience and training most **pertinent to assigned work on proposed theme in this consultancy assignment**. Describe degree of responsibility held on relevant previous assignments and give dates and locations).

6. Education:

(Under this heading, summarize college/university and other specialized education, giving names of schools/colleges, etc., dates attended, and degrees obtained).

7. Experience:

(Under this heading, list all positions held, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate).

8. Languages:

(Indicate proficiency in speaking, reading, and writing of each language by 'excellent', 'good' or 'poor'.)

Signature of Consultant

Date:

Note:

You are advised to provide all the information as stated in Sr. No 8(iii) of letter of invitation, Sr. No. 3 & 6 of Annexure – 1; and Sr. No. 1(a)(i) of Annexure – 2.

FORM (F-3)

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED

1. Outline of recent experience on assignments of similar natures:

<u>Sr. No.</u>	<u>Name of assign- ment</u>	<u>Name of project</u>	<u>Owner or sponsoring authority</u>	<u>Cost of assign- ment</u>	<u>Date of commencement</u>	<u>Date of completion</u>	<u>Was assign- ment satisfac- torily completed</u>
1	2	3	4	5	6	7	8

Note: Please attach certificates from the client by way of documentary proof.

Note:

You are advised to provide all the information as stated in Sr. No 8(i) of letter of invitation, and Sr. No. 1(a)(ii) of Annexure – 2.

FORM (F-4)

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sr. No.	Item	1 st	Month wise Program 2 nd	3 rd
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B. Compilation and submission of reports (Write the details of the report that you will be submitting while working in this project on the part of this consultancy service)

1. Draft Final Report
2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment. (Be descriptive while writing this information. Write the step-by-step procedure you will follow for the development of a particular application/program in respect to the proposals for consultancy service have been sought for.)

D. Mention the industry linkages you have. Preferably it shall be firms/NGOs/Institutions/Freelancer developers who are working in the field for which this consultancy is sought for.
Also mention the resources you have such as hardware, software, the knowledge of working with tools and software/ computer languages for the proposed consultancy.

E. Comments or suggestions on "Terms of Reference."

Note:

You are advised to provide all the information as stated in Sr. No 8(ii) of letter of invitation, and Sr. No. 1(a)(iii) of Annexure – 2.

FORM (F-5)

Cost Estimate of Services

Remuneration

Consultant Name	Monthly Rate (in currency)	Working Days (Months)	Total Cost (in currency)
-----	-----	-----	-----
Sub-Total (Remuneration)			_____
Contingency Charges:			_____
Total Estimate:			_____
Consultancy Services Tax @ %			_____

Annexure 3

Consulting Services

Draft Letter of Agreement for Short Term Assignments of Individual Consultant(s)

Subject: (Name of Assignment)

(Name of Consultant(s))

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes (Name of responsible staff of Borrower) has been assigned to administer the assignment and to provide the consultant with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about _____ days/months, during the period from _____ to _____. These dates are estimates and (Name of Borrower) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the (Name of Borrower) with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.

This Agreement, its meaning and interpretation and the relations between the parties shall be governed by the law of union of India.

Set out below are the terms and conditions under which you have agreed to carry out the assignment for the (Name of Borrower). The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Agreement will become effective upon confirmation of this letter by you and will terminate on _____, or such other date as mutually agreed.

Payments for the services will not exceed the total amount indicated in the attached cost estimate for the assignment.

All materials produced or acquired under the terms of this Agreement written, graphic, film, magnetic tape or other format or otherwise shall remain the property of the (Name of Client). The (Name of Client) retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Agreement or the execution of its other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Client) written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed

Place:

Signature & Name of Consultant

Date:

Signature & Name of Client's

Representative

Evaluation Criteria

Sr. No	Criteria	Number of Marks Assigned		Marks Obtained
1.	Number of years on the assignments/ projects handled in line with scope of work of respective consultancy (Maximum Marks: 05) Form No. F-3	Number of Months	Marks to be Given	
		6-12	1	
		13-24	3	
		25-36	4	
		>36	5	
2.	Quality of the Methodology proposed (Maximum Marks: 25) Form No. F-4			
	Month wise program (Field Investigation): 05 marks			
	Compilation and submission of reports: 05 marks			
	Short note on the line of approach and methodology outlining Various steps for performing the assignment: 05 marks			
	Infrastructure available and industry linkages; knowledge of working with tools and software/ computer languages: 10 marks			
3.	The qualification and experience of consultant (Maximum Marks: 70) Form No. F-2			
3.A	General Qualification (30% of 3: Maximum 21 Marks)	Education	Marks to be Given	
		Graduation in relevant field	15	
		Graduation in relevant field + Diploma or special course completed in relevant field	18	
		Postgraduation in relevant field	21	
3.B	Adequacy of the project (60% of 3: Maximum 42 Marks)	Sub criteria	Marks to be Given	
		A. Number of trainings undertaken (Maximum Marks 12)		
		Trainings undertaken upto 4 days	04 marks per training	
		Trainings undertaken upto 1 week (5 days)	06 marks per training	
		Trainings undertaken for more than one-week duration	12 marks per training	

		<table><tr><td colspan="2">B. Number of Years of Experience (General) (Maximum Marks 30)</td></tr><tr><td>Months</td><td>Marks to be Given</td></tr><tr><td>12-24 months</td><td>20</td></tr><tr><td>25-60 months</td><td>25</td></tr><tr><td>>60 months</td><td>30</td></tr></table>	B. Number of Years of Experience (General) (Maximum Marks 30)		Months	Marks to be Given	12-24 months	20	25-60 months	25	>60 months	30	
B. Number of Years of Experience (General) (Maximum Marks 30)													
Months	Marks to be Given												
12-24 months	20												
25-60 months	25												
>60 months	30												
3.C	Involvement in Skill transfer program in terms of number of products/ designs /prototypes/ platforms etc. developed, number of training delivered, technology transferred program, attended/presentations in conferences/ seminars/ workshops or similar other activities, publication in journals/magazines/blogs etc. (10% of 3: Maximum 07 Marks)	<table><tr><td>Number</td><td>Marks to be Given</td></tr><tr><td>1</td><td>3.5</td></tr><tr><td>2</td><td>7</td></tr></table>	Number	Marks to be Given	1	3.5	2	7					
Number	Marks to be Given												
1	3.5												
2	7												
		Total Score Obtained											
		Remark											

Note: The technical proposal submitted by you will be evaluated by above-given qualification criteria. You are advised to provide documentary proof for all the information you furnished in the technical proposal.

Check List

Sl No	Particulars	Certificates attached Yes/No/ NA
1.	Form No. F-2 (Curriculum Vitae)	
2.	Documents pertaining to educational qualification (SSC/HSC/Diploma/Degree/PG/PhD certificates)	
3.	Certificates pertaining to trainings undertaken	
4.	Certificates pertaining to Involvement in Skill transfer program in terms of number of products/ designs /prototypes/ platforms etc. developed, number of training delivered, technology transferred program, attended/presentations in conferences/ seminars/ workshops or similar other activities, publication in journals/magazines/blogs etc.	
5.	Form No. F-3 (Please attach certificates from the client by way of documentary proof.)	
6.	Form No. F4	
7.	Form No. F-5	
8.	Any other document to prove your suitability for this consultancy service.	

Note: The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information for consultants. The first envelope marked "**TECHNICAL PROPOSAL**" should include your general experience in the field of assignment, the qualification and competency for the assignment and the proposed work plan, methodology and approach in response to suggested terms of reference (ToR) i.e. (Forms F-2, F-3 and F-4). The first envelope **should not contain any cost information whatsoever**. The second envelope marked "**FINANCIAL PROPOSAL**" (Form F-5) must also be sealed and should contain the detailed price offer for the consultancy services.
