



**CENTRE FOR RESEARCH AND INDUSTRIAL
STAFF PERFORMANCE (CRISP), BHOPAL**

Invites

Expression of Interest (EoI)

**Hiring the Services of Research Consultant, Project
Management Agencies and Technical Expert Agencies
working in the field of TVET and Information**

Technology Areas

for

Selection

of

Service Provider Organizations (SPOs)

EoI No: CRISP/TVET&IT/EOI/2022-23/1007

27th September, 2022

REQUEST FOR EXPRESSION OF INTEREST

EOI No. CRISP/TVET&IT/EOI/2022-23/1007 Dated Bhopal the, 27th September, 2022

Name of the Country	India
Consulting Service	To provide project management and implementation services
Period of Consultancy	As provided in ToR
Application Fee	Rs.5000/- Non-refundable DD in favour of "Centre for Research and Industrial Staff Performance" payable at Bhopal.
Earnest Money Deposit (EMD)	An amount of Rs. 25000/-- (Rupees Twenty Five Thousand Only) shall be submitted as EMD in favor of "Centre for Research and Industrial Staff Performance" payable at Bhopal. The EoI issuing authority is empowered to recover the Loss for nonperformance, if any, from the EMD and the balance amount will be returned
Mode of Depositing Tender Fee & EMD	Tender Fee and EMD to be deposited in online mode in following Bank Account: Name of Bank: ICICI, Bank Branch Name: ICICI Bank Limited, M.P. Nagar Branch Address: Plot No. 2, Alankar Palace, Zone-2, M.P. Nagar, Bhopal Nature / Type of Account: SAVING BANK ACCOUNT Account No: 005501026617 MICR No: 462229002 IFSC Code: ICIC0000055

Expression of Interest:

1. The Managing Director of Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Madhya Pradesh, invites eligible consulting firms ("Consultants") to express their interest in following categories of services to provide project management and implementation support under various mission mode activities planned by CRISP for 2022-23:

Category 1 - TVET (technical and vocational education and training).

- I. Research Consultant
- II. Project Management Agencies
- III. Technical Expert Agencies

Category 2 – IT (Information Technology Areas)

- I. Research Consultant
- II. Project Management Agencies
- III. Technical Expert Agencies

(Detailed information available at Annexure-6).

2. **The evaluation criteria for selecting the consulting firm:** Annexed as Annexure - 1. **Eligibility and Evaluation Criteria for Selection of Consulting Firm.**
3. It is hereby mentioned that the staffing schedule and deliverables mentioned in this EoI may be modified to some extent depending upon their suitability in the consulting assignment.
4. Consultants may associate with other firms or on-board expert consultants in the form of a joint venture or a sub-consultancy to enhance their qualifications. The “Association” may take the form of a joint venture (with joint and several liabilities) or of a sub-consultancy, and this should be stated clearly in the submission.
5. All the key experts (as detailed in the Terms of Reference) proposed for this engagement by the firm shall be on the payrolls of the consultant or its sub-consultant and will not be subcontracted to other agencies / Third parties.
6. The Consultant must submit their proposals (Pre-Technical & Technical) through e-mail in two separate pdf files. Pdf files of proposals must be password protected, which will be demanded by agencies during the opening of bid.
7. The consultant will be selected based on evaluation results and scores of the Pre-technical and the Technical proposals. However, the final decision will be taken by The Managing Director, CRISP, Bhopal.
8. In case of any dispute arising out of this EOI, exclusive jurisdiction of Courts in Bhopal, Madhya Pradesh shall apply.
9. For further information send queries to EOI22-23@crispindia.com
10. Interested Firms may submit their Expressions of Interest (EoI) through email including the firm's profile, demonstrated capacity to provide the required expertise. The deadline for submission of the EoI at: EOI22-23@crispindia.com is latest by **31st January, 2023 17:00 Hours**. No EoI shall be considered and received beyond the deadline.
11. CRISP shall not be responsible for any delay or non-receipt/non-delivery of the documents.
12. The Opening of Technical Proposal shall take place at the Office Chamber of the Managing Director, CRISP, Bhopal on **03rd February, 2023 at 11:00 hrs.**
13. The Managing Director, CRISP reserves the right to amend any or all conditions of this EoI document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reasons whatsoever.
14. Receipt of the payment made towards Tender Fee & EMD should be attached with the proposal, in case any applicant fails to submit the Tender Fee and EMD along with the bid, Technical Bid will not be considered for further evaluation.
15. The Managing Director, CRISP reserves the right to modify and amend any of the above stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.
16. The issue of this EoI does not imply that the Authority/Client is bound to select one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
17. **Disqualification:** The proposal would be disqualified at any time during the Technical Evaluation process at the sole discretion of the CRISP, for the following reasons: Submitted the Proposal after the due date and specified time; Made misleading or false representations or suppressed relevant information in the proposal (including documents, forms, statements, attachments, etc.) submitted as proof of the eligibility requirements or as part of their proposal; Incomplete proposals or proposals with incomplete information may be rejected. Applicants may be asked to submit any supplementary information document / clarification after submission of proposal to CRISP. Any such request by CRISP for submission of additionally required information/clarification by applicant would be made in writing;

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Failure to meet any of the eligibility criteria as mentioned in the document; and Blacklisted or bankrupt by the Government of India (GoI), State Government or any other Government owned agency including quasi-Government sector organization or company or any bank, for corrupt, fraudulent practices or reasons related to nonperformance in an engagement on the date of opening of proposal.

18. Key dates:

Sl.	Description	Important Information
1.	EoI - Advertisement	27th September, 2022
2.	Submission of EoI	31st January, 2023, 17:00 Hrs.
3.	Evaluation	03rd February, 2023, 11: Hrs.

Note: All the Proposals received after the due date shall not be considered.

Annexure – 1

ELIGIBILITY AND EVALUATION CRITERIA FOR SELECTION OF CONSULTING FIRM

Evaluation Criteria (Consulting Firm)

S. No.	Eligibility and Evaluation Criteria	Mandatory Documents to be submitted with the EoI
1.	The firm should be in business in India for the last 03 Years.	Copies of Registration, PAN, along with Financial Audit reports for the last three years. The applying Firm shall submit the details of the project with a covering letter Annexure - 2 and submit applicant details with relevant documents as per Annexure - 3.
2.	Previous Experience: The firm should have undertaken at-least five (5) projects/assignments with at least 2 (two) projects should be similar to the category applying for. (The project value of the Research Projects to be at-least INR 25 lakhs Cumulative and above).	Signed Work Order and Completion or continuation certificate or Agreement should be provided, 02 similar project must be from the current or last financial year only.
3.	The annual turnover of the Firm should not be less than Rs. 50.00 Lakhs (Rupees Fifty Lakhs only) per annum for the last three financial years. In addition, the Firm must have Positive Net Worth for the last three financial years. (DPIIT registered organization shall be given the relaxation in the clause as per DPIIT norms).	To be supported by the copy of ITR, Balance Sheet or Financial Audit reports duly signed by authorized signatory and Certificate from company CA for the Positive Net Worth for last three years as per Annexure - 4
4.	Firm must commit to hiring expert consultant(s) meeting this requirement in the proposal and same should be reflected in proposal	Names, qualification and relevant experience of the in-house team and/or Job Description for atleast 10 senior Expert consultants working on the role of company.
5.	Management Competencies	Quality Control and Assurance, Project Management Coordination, attach copies valid certifications
6.	Coordination and Approach & Methodology	Key aspects of the approach: Approach towards handling the assignment
7.	Firms should not have been blacklisted by or have an unsatisfactory record with any Centre, State or local Govt body for any previous work contracted	An affidavit / undertaking must be submitted and signed by the authorized person of the firm as per Annexure - 5

NOTE

- *It is mandatory for the firm to meet all the evaluation criterion points as listed above. If any one or more of the evaluation criteria is not met, then in that case the applicant consulting firm shall be declared ineligible.*
- *The above-mentioned qualification criteria are the minimum criteria and the evaluation shall be done on the basis of thorough examination of the relevant mandatory documents submitted by the firm.*

Format of the Covering Letter

<< The Covering Letter is to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official Seal >>

To

The Managing Director,
Centre for Research and Industrial Staff Performance (CRISP),
Shyamla Hills, Opposite Manas Bhavan,
Bhopal – 462002

Sub: Application for Project No: CRISP/TVET&IT/EOI/2022-23/1007, Dated: 27th September, 2022

Dear Sir,

Please find enclosed our Proposal in respect to **provide projects management and implementation support** in response to the Expression of Interest (EOI) Document issued by the **Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Madhya Pradesh**, Dated 27th September, 2022.

I/We hereby confirm that:

- 1) The proposal is being submitted by _____ (name of the agency who is the applicant, in accordance with the conditions stipulated in the EOI No. **CRISP/TVET&IT/EOI/2022-23/1007, Dated: 27th September, 2022**
- 2) We have read the guidelines and EOI document in detail and have understood the terms and conditions stipulated in the EOI Document issued by **Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Madhya Pradesh**. I/We agree and undertake to abide by all these terms and conditions along with communication from **Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Madhya Pradesh**. Our Proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from **Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Madhya Pradesh**.
- 3) The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the EOI, and is correct to the best of my/our knowledge and understanding. I/We would be solely responsible for any errors/omissions/false information in our Proposal. I/We acknowledge that the Managing Director of **Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Madhya Pradesh** will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of the applicant for the aforesaid programme, and I/We certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
- 4) We acknowledge the right of **Centre for Research and Industrial Staff Performance (CRISP), Bhopal, Madhya Pradesh** to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- 5) We fulfil all the legal requirements and meet all the eligibility criteria laid down in the EOI.
- 6) This Proposal is unconditional and I/We hereby under take to abide by the terms and conditions of

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the EOI.

- 7) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

This Proposal is made for the express purpose of providing project management and implementation support services as Per EOI No CRISP/TVET&IT/EOI/2022-23/1007 Dated: 27th September, 2022.

For and on behalf of: Signature:

Name: Designation:

(Authorized Representative and Signature)

Date:

Place:

List of Similar Projects value more than INR 25 Lakh

S no.	Project Title	Project Description	Work order Date	Work Completion Date	Order Value (>INR 25 lakh)

Applicant Details

<<Declaration to be submitted under the signature of Authorized Representative / Signatory of the applicant agency on official Letterhead and official seal >>

S. No	Description	Details
1.	Name of Legal Constitution of Applicant	
2.	Status / Constitution of the Firm	
3.	Name of Authorize Signatory	
4.	Contact address and number	
5.	Registration Number	
6.	Date of Registration	
7.	Place of Registration	
8.	PAN Card Number GST Number	
9.	PF Code number ESIC number Copy of challans for last three months	
10.	SPOC- Primary point of contact e-mail, Contact No (For all sort of communication purpose)	
11.	Secondary Point of Contact e-mail Contact No	

For and on behalf of:

Signature:

Name: Designation:

(Authorized Representative and Signatory)

Date:

Place:

Note: Please provide a copy of the registration certificate from the appropriate Registering Authority as given below:

If Company

- Certificate of Incorporation of company.

If Proprietorship Firm or Partnership Firm

- Copy of Certificate of the Proprietorship duly certified by a Chartered Accountant.
- Copy of Registered Partnership Deed / Certificate of the Partnership duly certified by a Chartered Accountant.

If Trust or Society

- Copy of Registration Certificate

PF Code and ESIC

- Copy of challans for last three months

Note: In addition to above registration certificate, Applicant needs to submit the copy of PAN Card, GST certificate,

Financial Details

*<<Declaration to be submitted under the signature of Chartered Accountant on Letterhead
with his/her dated Sign and Seal >>*

To Whomsoever It May Concern

On the basis of audited financial statements, we hereby certify that (Name of Firm) having registered office at (Office address) has an average annual turnover of Rs..... Lakhs or more in the last three financial years. The details of annual turnover are mentioned below:

S. No	Financial Year	Annual Turnover in Rs.	Net Worth in Rs.
1.	2018 - 19		
2.	2019 - 20		
3.	2020 - 21		
4.	Average		

Note:1) Audited financial statements for the past three years (2018-2019, 2019-20, 2020-21) should be submitted by the Applicant. For the year 2020-21 draft financial statements can be submitted if the audit is not completed.

Chartered Accountant: Signature

Name:

Registration No.:

Contact No.:

Seal

Date:

Place:

An affidavit for not being blacklisted

[An affidavit on Firm's Letterhead by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal]

AFFIDAVIT

We, <<M/s Firm's name>>, having its registered office at <<Office address>>, do hereby declare that the <<M/s Firm's name>> has not been blacklisted/debarred by any donor Agency/State Government/Central Government authority for breach on our part.

(Authorized Representative and Signatory)

Signature:

Name:

Designation:

Date:

Place:

GENERAL TERMS AND CONDITIONS

Scope of Services

It is proposed to hire the services of Service Provider Organisations (SPOs) for each one of the programs. The selected organisations shall be engaged for different services of their caliber resulting to the total project management, development and implementation support.

Category 1 - TVET (Technical and Vocational Education and Training).	
I. Research Consultant	<p>Organizations having experience in preparing skill -gap analysis reports in various sectors at Rural and Urban zones with following capabilities</p> <ol style="list-style-type: none"> 1. Plan research strategies. 2. Conduct field surveys and collect data. 3. Verify the data. 4. Analyse data and prepare reports. 5. Prepare and present research findings and reports.
II. Project Management Agencies	<p>Organizations having experience in executing skill projects in multiple states in technical and non-technical sectors with following proven capabilities,</p> <ol style="list-style-type: none"> 1. Prepare project execution strategy. 2. Plan for resources (Manpower and Infra) for the project. 3. Prepare budget for the project. 4. Monitor execution of the project as per the decided milestones. 5. Prepare and submit reports as per the project requirement.
III. Technical Expert Agencies	<p>Organizations having experience in TVET domain in,</p> <ol style="list-style-type: none"> 1. Preparing project reports for establishment of institutes. 2. Procurement of the required equipment. 3. Installation and commissioning of the equipment. 4. AR/VR/Digital Content Developers and Providers 5. Smart Class Integrators 6. Learning Management System providers 7. Online Teaching and Learning Technology 8. STEM / Robotic Labs set up 9. Online Competitive Exams Preparation service providers 10. Online Career Counselling agency 11. Mobile based Teaching / learning
Category 2 – IT (Information Technology Areas)	
I. Research Consultant	<p>a. Organization doing research work in the field of:</p> <ol style="list-style-type: none"> i. Cloud Infrastructure,

	<ul style="list-style-type: none"> ii. Artificial Intelligence (AI), iii. Internet of Things (IoT), iv. Blockchain / Crypto v. Machine Learning (ML), vi. Data Science (DS), vii. Robotics (RPA), viii. Augmented Reality (AR), ix. Virtual Reality (VR), x. Gaming Technology xi. Metaverse and other upcoming future technologies.
II. Project Management Agencies	<ul style="list-style-type: none"> a. Organizations working in the field of: <ul style="list-style-type: none"> i. IT Project Management, ii. Project Audits, iii. Project Monitoring & Evaluation and iv. Setting up the PMU in government / PSU. v. Change Management vi. Roll Out and Technical Support services
III. Technical Expert Agencies	<ul style="list-style-type: none"> a. Organization working in the field of providing Expert Services in: <ul style="list-style-type: none"> i. Cloud Infrastructure Management, ii. System Integration of IT products, iii. AI driven Chatbot Services, iv. Business Process Automation Services, v. Cyber Security and System Audit services, vi. Statistical Data Analysis, vii. GPS / GIS Integration, viii. Digitalisation / Digital Transformation, ix. e-Signature / Digital Signature, x. Dashboards & Command Control Systems

Proposals in different categories to be submitted in electronic mode in pdf format that is password protected. Password to be provided on the date and time of the opening of proposals.

SN	Pre-Qualification Bid Evaluation	Compliance	Reference Document
1	Should be legally registered entity / agency	Yes/No	Registration Certificate
2	The bidder must have experience in the field of the Category applied	Yes/No	Experience Certificate
3	Details of similar works undertaken.	Yes/No	Work Orders and Completion Certificate
4	CVs of Team members	Yes/No	Ink-Signed CV of min 10 core Team Members

Only those bidders who meet the eligibility criteria specified above will be eligible to respond to this EoI. The bidder's eligibility proposal shall contain the relevant information supporting documents (specified below against each criteria) to substantiate the eligibility of the bidder vis-à-vis the eligibility criteria.

General Information:

- a. The Bidder shall submit only one Proposal (also referred to as EoI response or EoI documents herein)
- b. Proposal should be in the specified format in English Language
- c. The Bidder is not permitted to modify, substitute or withdraw their Proposal after submission
- d. Proposal should be valid for a period of 180 days from the date of opening of EoIs.
- e. The Proposal shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be attested by the person or persons who sign(s) the Proposals.
- f. An authorized representative of the bidder should sign on all the pages of the Proposal.
- g. CRISP shall have separate project level agreements specifying all terms and conditions and the financial requirements based on the role and responsibilities.
- h. During this period of the EoI validity, the bidder is expected to keep available the key team of professionals proposed for the assignment. CRISP will make its best effort to complete evaluation process within this period.
- i. CRISP may ask for further extension regarding validity of the EoIs which may be accepted or rejected by the bidder.
- j. CRISP reserves the right to accept or reject any proposal, and to annul the EoI process and reject all EoIs any time at its discretion without assigning any reason for the same prior to award of contract, without thereby incurring any liability to the affected party(ies) or any obligation to inform the affected party(ies) of the grounds for such decision. Decision of CRISP would be final and binding on the all. All direct or indirect cost associated with the preparation of the proposal, presentations, evaluations, finalization of the contract, including visits to the Client, are not reimbursable. CRISP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EoI process.
- k. The Proposal shall be neatly arranged with consecutively numbered pages. It should not contain any terms and conditions which are not applicable to the EoI.
- l. The Proposal and all details submitted by the bidder subsequently shall be signed and stamped on each page in token of acceptance by a person legally authorized to enter into agreement on behalf of the bidder. Corrections/alteration, if any, shall also be signed by the same person.
- m. Bidder may regularly visit CRISP website for any information / clarification / addendum / corrigendum etc. related to this EOI, processing of EoIs received, award of job, etc. CRISP shall not be liable to send any individual information or publish a public notice for any further information regarding this EOI.

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n. **Payment Terms**

- **Shall be defined in the project level agreements**

Opening of Proposals

The proposals received within the specified deadline will be opened at the specified date and time as indicated. Proposals received after the deadline shall be returned unopened to the respective bidder.

Earnest Money Deposit

- a. Earnest Money Deposit: The proposal must be accompanied by the proof of submitting earnest money deposit of **Rupees Twenty-Five Thousand (INR 25,000) to be paid online**, without which the proposal will be rejected rightly. No interest is payable on the amount of EMD.
- b. The Earnest money deposit will be refunded or returned (along with necessary endorsement for payment) to the bidders whose proposals are not accepted by CRISP within two months from date of opening of proposal.
- c. Non-acceptance of an award resulting from this EoI process would entail forfeiture of the Earnest Money Deposit.

Bid Document Fee

The Bidders shall submit the Bid document fees amounting **Rupees Five Thousand (Rs. 5,000) to be paid online**. The cost of EoI documents is nonrefundable.

EVALUATION OF PROPOSALS & AWARD OF CONTRACT

Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified to merit further evaluation.

Evaluation of technical bids and scoring will inter alia be based on the nature and relevance of past experience, project approach, work plan and the professional/expert team deployed in relation to the requirements of this engagement.

In addition to the above, the Bidder will also be awarded marks on the following:

1. Technical Presentation and Demonstration (Approach & Methodology) made by the bidder. Bidders may be asked to demonstrate their technical capabilities and approach & methodology, virtually.
2. Qualification & Experience of the five resources to be deployed for the longest period during project implementation phase

CRISP shall empanel maximum of three Technically Qualified agencies in each category who score higher technical scores.

Technical Evaluation Methodology:

CRISP, Bhopal evaluation in this regard shall be final and binding on all Bidders. The Technical evaluation of the proposals shall be carried out in order to determine whether the Bidder is competent

enough and whether the bidder's proposal technically qualifies with the requirements set forth in the technical proposal shall be marked according to the following criteria

SN	Criteria	Max Marks	Criteria Fixed for Evaluation	Weightage	Document required for Consideration
	Financial Capability	(20)			
1	Annual Turnover in the last 3 financial years.	10	Above 50.0 Lacs and less than 1 crore per year in all three years	5	IT Certificate, Balance Sheet /Annual Reports for last 3 Years and Certificate from CA.
			More than 1 crore and less than 2 crores per year in all three years	7	
			More than 2 crores per year in all three years	10	
	Positive Net worth for the last three financial years	10	10 lakhs and less than 1 crore	6	
			Above 1 crore	10	
Bidders Experience	(30)				
2	Undertaken at-least five (5) projects/assignments with at least 2 (two) projects similar to the category applied for. With min project value of Rs. 25 lakh each.		5 Projects with 2 Projects similar to the work define in the category. Value INR 25 lakh each	10	List of Projects of similar experiences along with their work orders and completion certificate to be submitted as support document. (Annexure 2)
			More than 5 government Projects value 25 lakh each in the specific category applied for	05 for each additional Project and maximum 4 Projects	
3	Human Resource Strength	(15)	10-25 Professionals/Subject Matter Experts on company roles	10	Declaration from company for employee's profile, qualification and Experience. Below 10 nos. of staff will lead to rejection of bid.
			Over 25 Professionals on company roles	15	
4.	Presentation on the proposed methodology	(35)	Approach & Methodology to provide project management and implementation support	35	Bidder company needs to present their technical, commercial and team strength in the proposal and strategies on how to complete the project within stipulated timelines.

A minimum score of 70 is required to be obtained to qualify for empanelment as per the technical Evaluation parameters.

- a) If deemed necessary, CRISP in its sole discretion may make variations in the cut off score for technical evaluation including criteria for technical evaluation.
- b) CRISP may at its sole discretion, waive-off any minor informality or nonconformity or irregularity in a Bid Document, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.