



INVEST INDIA

NATIONAL INVESTMENT PROMOTION
AND FACILITATION AGENCY

Request for Empanelment of Consulting Agencies

RFE No -INV/IND/AGNi/2018-19/1001

Date: 7th December, 2018

Issued by

Invest India

1st Floor, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110 001

Email: agnii.support@investindia.org.in; Website: www.investindia.gov.in

Section I - Invitation to Empanelment

Invest India is the national investment promotion and facilitation agency for India. Operationalized in December 2009, Invest India has been set up as a not for- profit joint venture between Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry, Government of India; State governments and three Indian Chambers of Commerce, i.e., FICCI, CII and NASSCOM.

Invest India invites applications from reputed firms for empanelment by Invest India for a period of 1 (One) year, extended or reduced at the discretion of Invest India based on the firm's performance for a period decided by Invest India.

This Request for Empanelment consists of the following sections:

- a) Section I – Invitation to Empanelment
- b) Section II- Background and Scope of Work
- c) Section III- Instructions to bidders
- d) Section IV- Evaluation criteria and Empanelment
- e) Section V- Terms and conditions of Empanelment
- f) Section VI- Standard Forms

The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the firm(s) will be as mentioned in this RFE and any modification or changes to the terms and conditions mentioned in this RFE will be entirely at discretion of Invest India.

No contractual obligation whatsoever shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of Invest India with the selected Firm(s). Invest India reserves the rights to empanel more than one Firm.

Invest India reserves the right to negotiate further the rates quoted by one or more bidders. Invest India also may negotiate with one or more bidders to match the lowest commercial bid value quoted by one or more other bidders. Invest India reserves the right to reduce or increase the number of Firm(s) to be empaneled at a later stage.

Invest India invites bids for empanelment of reputed and eligible Consulting firms for preparation of Market Survey Reports and for Project Management of Open Innovation Challenges as specified in the document.

S.N	Category	Nature of Work
1	Preparation of Market Survey Reports	A detailed assessment of the commercial potential of select innovations on the AGNli platform. (Refer to Section II)
2	Project Management of Open Innovation Challenges	Running and Managing Open Innovation Challenges with large corporations and other stakeholders under the supervision and direction of Invest India. (Refer to Section II)

Bidders may take note of the following:

- a) Bidders can apply for one or both the categories i.e. Market Survey Reports and/or Project Management of Open Innovation Challenges. The bidders are required to submit separate applications (RFE response) for each category. However, only one application should be sent for each category by the bidder.
- b) Details on the services to be provided are mentioned in the Scope of work in this document.
- c) This Request for Empanelment document is not a Request for Proposal (RFP) in any form and would not be binding on Invest India in any manner whatsoever.
- d) To be considered for empanelment process, bidders should submit their bids in accordance with the requirements contained in the section on 'Instructions to bidders'.
- e) Invest India reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time of receipt of bids.
- f) Bidders eligible as per qualifying conditions will be shortlisted based on the information provided by them. The shortlisted bidders will be invited to make a presentation to the Evaluation committee. The notice for shortlisting of agencies for technical presentation will be intimated individually and will be uploaded on the website www.investindia.gov.in
- g) Proposal must be submitted in the format specified under 'Procedure for submission of bids' under Section III
- h) The Firms will be selected as per the evaluation mechanism of this RFE.
- i) All important dates along with information on clarification for queries are listed under SCHEDULE 1.
- j) Invest India reserves the right to reject any or all of the responses to this RFE without assigning any reason. Invest India takes no responsibility for delay, loss or non-receipt of response to RFE.

- k) On the basis of scores given by the committee, it is envisaged to engage firms for the services as per scope of work listed under “Section II” of this RFE.

SCHEDULE 1

S.No.	Information	Details
1	Addressee and address at which the bid is to be Submitted	Shri Raghav Arora Invest India 1st Floor, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110 001
2	Date of issue of the Request For Empanelment (RFE) document	7 th December, 2018
3	Last date for submission of written queries for Clarification	15 th December, 2018
4	Contact person for clarification	<ul style="list-style-type: none"> ▪ Mr. Raghav Arora (raghav.arora@investindia.org.in)
5	Pre bid conference	17 th December 2018 at 1100 hrs.
6	Last date for providing clarifications	18 th December, 2018
7	Last date and time for receipt of bids	3 rd January 2019 by 1700 hrs.
8	Place, time and date of opening of bids	Place: Conference Room, 1st Floor, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110 001 Date & Time: 4 TH January 2019 at 1500 hrs.

Section II - Background and Scope of Work

A. Background

Accelerated Growth of New India's Innovations (www.agnii.gov.in) (or "AGNII") is an initiative by the Office of the Principal Scientific Adviser to the Government of India and is being managed and implemented by Invest India. AGNII is the National Innovation Commercialization Program of the Government of India which aims to boost the innovation ecosystem of the country. AGNII acts as a one-stop connect to bridge the critical gap between a novel prototype and the market.

The program undertakes the following focussed efforts:

- **Technology Identification and Skill Building:** Through extensive partnerships and open call-for-applications from public, private institutions and independent innovators, AGNII identifies ingenious innovations to commercialise. A successful innovation involves a level of prediction and anticipation of future trends. AGNII captures these innovations with its web portal and a national database of innovations available for license or sale. AGNII then provides training and expert feedback for skill building of innovators in business development and entrepreneurship. The program develops methods to address each innovators' unique needs.
- **Increased industry engagement:** To assist innovators across sectors and transform solutions, products and technologies into commercially viable products in India, AGNII acts as an ecosystem connector facilitating interactions across all the different stakeholders in the innovation ecosystem both online and offline with dedicated events.

To facilitate commercialization-focused R&D with early and regular inputs from Industry, AGNII enables interactions and knowledge exchange between researchers, innovators and industry through the lifecycle of development of innovative technologies and products. The program creates policy recommendations and compendium of best practices from interactions with extensive stakeholder network of university technology transfer offices (TTO), research labs, individual innovators (frugal, rural and urban) and industry.

- **Match-making:** AGNII cultivates and fosters India's inclusive socio-economic growth by supporting the country's best local and scientific innovation talent. It creates a platform for enabling discovery of transfer-ready technologies by the consumers of these technologies through both digital (agnii.gov.in) and physical (demo days, exhibitions and roadshows) mechanisms. The initiative focusses on identifying and enabling coaction among the innovators and the different stakeholders to ultimately yield the desired outcome of creating economic value for research and innovation.

Invest India proposes to empanel reputed consulting firms/agencies which would facilitate AGNII in the above endeavor.

B. Scope of Work for Empaneled Consultants

The scope of services would include the following services:

Category 1:

Preparation of Market Survey Reports – The Market Survey Report will put forward the results of a detailed assessment of the commercial potential of an innovation. This report would provide in-depth information on the issues the innovation might face in market penetration, gaining market access, overview of the relevant market sectors, opportunities available to commercialize the innovation in various markets, recommendations and suggestions to commercialize the innovation. The data points mandatory for the report are attached as **Annexure 1**.

Category 2:

Project Management of Open Innovation Challenges – Running and managing open innovation challenges/competitions for large corporations and other stakeholders collaborating with AGNII under the supervision and direction of Invest India. Details of the tasks to be undertaken are attached as **Annexure 2**.

Ad-hoc Consultancy Service - Any other work which would require consultancy and advisory during the process of preparation of Market Survey Reports and Project Management and Implementation of Open Innovation Challenges.

While the above-mentioned activities are to give an idea on the nature and type of projects, there could be additional activities of similar nature, which the consultant would need to undertake from time to time, based on requirement.

The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

Timeframe

The timeframe for completion of preparation of Market Survey Report is 3 weeks from the date of assignment. Timeline for managing and running open innovation challenges and competitions from the date of assignment is the last day of the challenge/competition or a date indicated by Invest India. Timeframe for competition of any ad-hoc consultancy service would be as indicated by Invest India depending on the work and urgency.

Section III - Instructions to bidders

In order to be considered for empanelment bidders should submit their bids conforming to the following instructions.

Data Sheet

Sl. No.	Detail																
3.1.1	Name of the issuing office: INVEST INDIA (AGNii)																
3.1.2	Name of the assignment: Empanelment of Agency																
	<p>Method of empanelment: The empanelment shall be on the following basis :</p> <ul style="list-style-type: none"> • Empanelment shall be under CATEGORY 1 and CATEGORY 2 • For each category, prequalification shall be followed by technical evaluation • Technical qualified bidders shall participate in commercial bid opening <p>Note: Empanelment for category 1 (Preparation of Market Survey Reports) shall be done under Type A and Type B Type as specified under section IV</p>																
	<p>Earnest Money Deposit (EMD): Bidders are required to pay Rs.50,000 (INR) towards Earnest Money Deposit in the form of a Demand Draft/Bankers' cheque drawn in favour of "Invest India", New Delhi payable at New Delhi. In case EMD is not enclosed in the bid, the bid will be straightway rejected and will not be considered for further evaluation.</p> <p>No interest shall be payable on the sum deposited as EMD. No bank guarantee shall be accepted in lieu of the EMD.</p> <p>Refund of EMD: The EMD of the unsuccessful bidders (bidders who fail to qualify in the bid evaluation process described in Section V below) shall be returned within one month of completion of the empanelment process.</p> <p>The EMD of the successful bidders shall be returned on signing the contract (Letter of empanelment)</p> <p>Forfeiture of EMD: The EMD shall be forfeited, if the bidder withdraws or modifies/alters the bid after the opening of bids and during the validity period or if the bidder tries to influence the evaluation process. The EMD shall also be forfeited if the bidder quotes zero or incredibly low rates compared to the industry prevalent rates or rates quoted by most of the other bidders. Invest India's view on this matter shall be final and binding on all Bidders.</p>																
	<p>Validity period of the bid: The bid should be valid for 90 days from the last date of submission of the bid.</p>																
	<p>Last date for submission of written queries for clarification: All queries should be received by Invest India not later than the date prescribed in Schedule 1. A bidder seeking any clarification should send an email to the contact person mentioned in Schedule1 in the below format only</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sl. No.</th> <th style="width: 35%;">Section /Clause/Page No.</th> <th style="width: 25%;">Existing clause</th> <th style="width: 25%;">Query</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl. No.	Section /Clause/Page No.	Existing clause	Query												
Sl. No.	Section /Clause/Page No.	Existing clause	Query														

	<p>Last date and time for receipt of bids: The bids should be addressed to the Addressee and should be received at the Address by the date and time stipulated in Schedule1. Bids received after the stipulated date and time will not be opened and will be returned unopened.</p>
	<p>Opening of Prequalification proposal: The prequalification proposal shall be opened at the time and on the date prescribed in Schedule1.</p> <p>Pre bid conference: The pre bid conference shall be held at the time and on the date prescribed in Schedule1.</p>
	<p>Declaration of the successful bidders for Commercial bid – To be decided</p> <p>Opening of Commercial bid – To be decided</p>
	<p>Process of empanelment: The empanelment of Consultants shall follow a three-stage process</p> <p>Stage 1 - Prequalification. The bidders to this RFE should meet the prequalification criteria as set out in Section IV.</p> <p>Stage 2 – Technical evaluation as described under Technical Evaluation of Section IV.</p> <p>Stage 3 - Commercial bid opening and empanelment: Commercial bids of only those bidders qualifying in Stage 2 and meet the minimum technical marks shall be opened as per the Commercial bid evaluation criteria set out in Section IV.</p>
	<p>Others</p> <p>a) During prequalification and technical evaluation of bids, INVEST INDIA, may at its discretion, seek clarifications from the bidders on their bids and the bidders are required to respond within the time frame prescribed by INVEST INDIA.</p> <p>b) At any time prior to the prescribed last date for receipt of bids, INVEST INDIA reserves the right to modify the RFE. The amendments and modifications to the RFE shall be notified on the INVEST INDIA website (www.investindia.gov.in), which shall be binding on the bidders. Bidders are requested to frequently visit the website of INVEST INDIA for updates.</p> <p>c) Bids from a consortium of agencies are not acceptable.</p> <p>d) The bids prepared by the bidders and all correspondence and documents relating to the bids exchanged between the INVEST INDIA and the bidders shall be in English language.</p> <p>e) Commercials in any form or by any reason before the opening the Bids should not be revealed, failing which the offer shall be liable to be rejected.</p> <p>f) Bids received with rates quoted as zero or less than 65% or more than 65% of average of all the bids for similar category of services shall be rejected.</p>

Documents comprising the bids

The bids prepared by the bidders shall comprise and conform to the following Standard forms:

Prequalification and Technical proposal

PRE-QUAL FORM- 1- Prequalification Proposal Submission Form

PRE-QUAL FORM -2-Bidders' Organization and experience

TECH FORM-1: Bidder's Experience

TECH FORM-2: Summary of Team Composition

TECH FORM-3: Curriculum Vitae

Commercial bid

COM FORM- 1- Commercial Bid Submission Form

COM FORM- 2 - CATEGORY 1: Summary of Costs per report for Market Survey Report

COM FORM- 2 - CATEGORY 2: Summary of Costs of Resources for Project Management of Open Innovation Challenges

Procedure for submission of bids

- a) The bidders are advised to study this RFE document carefully before participating. It shall be deemed that the bid has been submitted by the bidders after a careful examination and full understanding of its implications.

Note: Bidders can apply for one or both the categories i.e. Market Survey Reports and/or Project Management of Open Innovation Challenges. The bidders are required to submit separate applications (RFE response) for each category. However, only one application should be sent for each category by the bidder.

- b) The bids should be received in one large envelope (the Bid cover) which should be superscribed with the words:
- Bidders applying under Category 1 for Preparation of Market Survey Reports - “Request For Empanelment for Preparation of Market Survey Reports”
 - Bidders applying under Category 2 for Project Management of Open Innovation Challenges – “Request For Empanelment of Consultants for Project Management of Open Innovation Challenges”

The bid cover should also clearly indicate the name, address and telephone number of the bidder. The bid cover should contain the following two envelopes:

- **ENVELOPE-01 – EMD, Pre-qualification and Technical proposal:** This envelope should be sealed and superscribed “Prequalification and Technical proposal- Request for Empanelment of Consultants”. This envelope should contain two hard copies of the Pre-qualification and Technical proposal marked as ‘ORIGINAL’ and ‘COPY’ duly bound with all supporting documents and the Demand Draft/Bankers’ cheques for the RFE.
 - **ENVELOPE-02 - Commercial bid:** This envelope should be sealed and superscribed “Commercial bid- Request for Empanelment of Consultants” This envelope should contain one hard copy of the Commercial bid marked as ‘ORIGINAL’ containing all the Documents comprising the Commercial bids under Category 1 for Preparation of Market Survey Reports - “Request For Empanelment of for Preparation of Market Survey Reports” and Bidders applying under Category 2 for Project Management of Open Innovation Challenges – “Request For Empanelment of Consultants for Project Management of Open Innovation Challenges”
- c) Each envelope should indicate the Name, address, telephone number, email id and fax number of the bidder.
- d) Bidders shall sign and seal the bid with the exact name of the Company/Firm.
- e) Prequalification bid containing commercial information shall be declared non-responsive and shall be rejected.

f) Other conditions

- The bidder should be registered under GST and carry a valid PAN.

g) Disqualification – Invest India may at its sole discretion and any time during the evaluation process disqualify any bidder, if the bidder:

- Makes misleading or false representation in the forms, statements and attachments submitted in proof of the statements or eligibility criteria.
- Exhibits a record of poor performance such as abandoning work, not completing the contractual obligations, inordinately delaying completion or financial failures, etc in any project in the preceding three years.
- Submits a bid that is not accompanied by required documentation or is non-responsive.
- Fails to provide clarifications related to the bid, when sought
- Submits more than one proposal or submits bid in a consortium
- Is declared ineligible by the Government of India/ State/Union Territory Government for corrupt and fraudulent practices.

Section IV - Evaluation Criteria and Empanelment

Prequalification criteria for Category 1: Preparation of Market Survey Reports

Bidders applying to be empaneled under Category 1: Preparation of Market Survey Reports are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. Invest India shall evaluate the prequalification proposal with reference to the information contained in Standard Form PRE- QUAL FORM 2 and other supporting documents furnished.

S.No.	Pre-qualification Criteria		Supporting documents to be furnished
	TYPE A	TYPE B	
1	The bidder should be a Company registered in India under the Companies Act 1956/2013 or a partnership registered under the LLP Act 2018. with their registered office in India for the last three years		Certificate of Incorporation/ Registration
2	The annual turnover of Bidder is at least Rs. 10 crore (Rupees Ten crores) in the last financial year (2017-18).	The annual turnover of the Bidder is minimum Rs 1 crore but less than Rs 10 crore in the last financial year (2017-18)	Audited/Certified Annual Financial Statements and Annual Report for the last financial year (2017-18).
3	The bidder should have successfully completed at least 15 assignments of similar nature as listed in the scope of work (in Section II) in the last one year.	The bidder should have completed at least 5 assignments of similar nature as listed in the scope of work (in Section II) in the last one year.	Work Orders for experience cited
4	The bidder should have at least 25 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	The bidder should have at least 10 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	Certificate from the HR/ head of the Firm

Prequalification criteria for Category 2: Project Management of Open Innovation Challenges

Bidders applying to be empaneled under Category 2: Project Management of Open Innovation Challenges are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. Invest India shall evaluate the prequalification proposal with reference to the information contained in Standard Form PRE- QUAL FORM 2 and other supporting documents furnished.

S.N.	Pre-qualification Criteria	Supporting documents to be furnished
1	The bidder should be a Company registered in India under the Companies Act 1956/2013 or a LLP with their registered office in India for the last three years	Certificate of Incorporation/Registration
2	The annual turnover of Bidder is at least Rs. 50 lakhs (Rupees Fifty Lakhs) in FY 2017-18	Audited/Certified Annual Financial Statements and Annual Report for the financial year 2017-18.
3	The bidder should have successfully completed at least 3 assignments of similar nature as listed in the scope of work (in Section II) in the last one year.	Work Orders for experience cited
4	The bidder should have at least 5 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	Certificate from the HR/ head of the Firm

Technical Evaluation for Category 1: Preparation of Market Survey Reports

The Technical Evaluation would happen on the basis of bidder's relevant experience and key personnel as described under:

S.N.	Parameters	Marks
1.	Number of years of experience of the firm/bidder : <ul style="list-style-type: none"> ▪ >3 and <= 5 years (5 marks) ▪ >5 and <=7 years (7 marks) ▪ > 7 years (10 marks) 	10
2.	Experience in successfully completing assignments (of similar nature) specified in Section II <ul style="list-style-type: none"> • Number of similar assignments successfully completed in the last one year (max. 20 marks) <ul style="list-style-type: none"> ○ > 5 and <= 10 similar assignments (10 marks) ○ >10 and <= 15 similar assignments (15 marks) ○ >15 similar assignments (20 marks) • Experience in successfully completing assignments in the sectors specified in Annexure 3 in the last one year (max. 20 marks) <ul style="list-style-type: none"> ○ Successful completion of 1 or more assignments in each of the sector(s) specified would carry 2 marks each (max. 20 marks) 	40
3.	CVs of professionals to be deployed for the assignments (to provide at least 5 CVs) <ul style="list-style-type: none"> • Quality of personnel (qualifications, experience, skills and competencies) 	25

4.	<p>Strategy: Approach and Methodology including but not limited to the following:</p> <ul style="list-style-type: none"> • Proposed format and solutions for preparing a Market Survey Report in a timely manner • Proposed process and steps for preparing a Market Survey Report • Understanding on Scope of Work • Regional Presence including infrastructure manpower and other resources at each location of the presence. This may be substantiated by bidder through documentary evidence. 	25
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For each of the project, the bidder should provide Work Order/ other support documents for experience cited.

The minimum technical cut-off to qualify in Type A is 75 Marks and Type B is 70 Marks.

Technical Evaluation for Category 2: Project Management of Open Innovation Challenges

The Technical Evaluation would happen on the basis of bidder's relevant experience and key personnel as described under:

S.N.	Parameters	Marks
1.	<p>Number of years of experience of the firm/bidder</p> <ul style="list-style-type: none"> ▪ >3 and <= 5 years (5 marks) ▪ >5 and <=7 years (7 marks) ▪ > 7 years (10 marks) 	10
2.	<p>Experience in successfully completing assignments (of similar nature) specified in Section II</p> <ul style="list-style-type: none"> • Number of similar assignments successfully completed in the last one year (max. 20 marks) <ul style="list-style-type: none"> ○ => 3 and <= 5 similar assignments (18 marks) ○ >5 and <= 7 similar assignments (24marks) ○ >7 similar assignments (30 marks) 	30
3.	<p>CVs of professionals to be deployed for the assignments (to provide at least 5 CVs)</p> <ul style="list-style-type: none"> • Quality of personnel (qualifications, experience, skills and competencies) 	25
4.	<p>Strategy: Approach and Methodology including but not limited to the following:</p> <ul style="list-style-type: none"> • Proposed format and solutions for conducting and organizing open innovation challenges • Proposed implementation strategy for points mentioned under Annexure 2. • Comments on Scope of Work 	35

For each of the project, the bidder should provide Work Order/ other support documents for experience cited.

The minimum technical cut-off to qualify is 70 Marks.

Commercial Bid opening and Empanelment

INVEST INDIA shall evaluate the Commercial bids with reference to the information provided in the Standard Form COM FORM 2 under Category 1 and Category 2 for type A and type B separately.

For each Category, the Commercial bids of only those bidders who qualify the Pre-qualification and Minimum technical qualification scores as given below shall be opened.

Category 1		Category 2
Type A	Type B	70
75	70	

For each Category, the bid containing the lowest 'Total Cost for Category 1 and 2 (as per COM FORM 2) shall be declared as the lowest evaluated commercial bid (L1) for that Category and Type.

The rates quoted by the L1 bidder for the Market survey report/ Consultant for Project Management of Open Innovation Challenges (**as per COM FORM 2**) shall be accepted as the **tender rates** for the respective Categories and Types.

In order to create a panel, the other technically qualified bidders shall have to match the tender rate for the Market survey report/ Consultant for Project Management of Open Innovation (the L1 rates for the various resources as per COM FORM 2) in their respective Category and Type.

All the technically qualified bidders who match the tender rates shall be declared as qualified for empanelment as Consultants. INVEST INDIA shall correct any computational errors in the Commercial bid and in case of dispute between the amounts expressed in words and figures, the former shall prevail.

Upon completion of the RFE process, the INVEST INDIA shall compile a database of all the eligible and qualified Consultants under the respective Categories and Type indicating the cost per report for Preparation of Market Survey Report and Man-month rate for the various resources for Project Management of Open Innovation Challenge as finalized in this RFE, which shall be communicated to all the eligible and qualified Consultants.

Section V - Terms and conditions of Empanelment

Post empanelment process

- a) The empanelment shall initially be for a period of 1 (One) year, extended or reduced at the discretion of Invest India based on the firm's performance for a period decided by Invest India.
- b) The cost for each Market Survey Report to be prepared (as finalized in this RFE) of the Firms/Companies that are empaneled shall be firm and remain valid during the period of empanelment. Rate quoted for year 1 will be subject to an escalation of 5% (Five percent) subsequently for each consecutive year on compounding basis.
- c) The 'Man month rate' for consultant for project Management of Open Innovation Challenge quoted for year 1 will be subject to an escalation of 5% (Five percent) subsequently for each consecutive year on compounding basis.
- d) INVEST INDIA may then engage the empaneled Consultants for providing consultancy services. It is expected that:
 - For each such engagement / assignment INVEST INDIA would specifically define the scope of engagement, which may include components beyond the defined scope in this RFE and call for a Limited Tender to the Empaneled agencies under the defined Categories.
 - Upon receipt of these Limited Tenders, the empaneled agency shall be required to submit Technical Proposal to define the Understanding of the Scope of Services, Approach & Methodology, Number of Resources required at various levels and Proposed Timeline for undertaking the study.
 - The Technical Proposal submitted by the Empaneled agencies shall be evaluated by the Technical Evaluation Committee (TEC).
 - The Empaneled agencies shall be invited to make a technical presentation in front of TEC, in which the Bidder's perspective on understanding the scope, approach and methodology, deliverables and time frame required will be presented.
 - The final decision of the Man-month Effort shall rest with the TEC.
 - Based on the technical proposals and presentations, technical scores shall be given by the TEC and the Bidder with the highest technical marks will be invited

to execute the assignment at the determined each report to be prepared for Market Survey /Man-month Effort for Project Management for Open Innovation Challenge and empaneled rates.

- The payment terms, penalties for delays in completion of the Project shall be finalized for each project while awarding the work order/ Contract.
- The Out-of-Pocket expenses, if any, shall be decided separately on project to project basis.

Terms & Conditions

- a) The Registered Firms/Companies who have expertise and specialization in preparing detailed Market Survey and Technology Feasibility Reports and who are technically qualified shall be empaneled only.
- b) Applicants should not be blacklisted by any Central or State Government institution.
- c) The Registered Firms/Companies shall maintain complete confidentiality of all cases referred to them and shall not disclose any information to any unauthorized person in any form without prior permission from Invest India.
- d) Selected Firms/Companies will have to sign a Non-Disclosure and Confidentiality clause with Invest India.
- e) **Empaneled Firms/Companies are not guaranteed work.**
- f) Invest India will evaluate proposals received and do their due diligence before empanelment.
- g) Invest India may propose fixed formats for preparation of reports at any time which the selected Firms/Companies will have to adhere to.
- h) Invest India has the right to expel any selected Firm/Company at their discretion. Any company which is found to deliver unsatisfactory work may not be liable to receive payment(s) for that particular work.
- i) **Termination of empanelment:** Invest India may at any time terminate the empanelment by giving a written notice to the firm/company without any compensation if the empaneled firm/company becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company, provided that such termination will not prejudice or effect any right of action or remedy, which has accrued thereafter to Invest India. The empanelment shall also be terminated in case of breach of any of the terms and conditions of empanelment.
- j) **No claim certificate:** The empaneled firm/company shall not be entitled to make any claim, whatsoever, against the Invest India under or by virtue of or arising out of the empanelment nor will the Invest India entertain or consider any such claim for the jobs accepted post empanelment.
- k) **Confidentiality:** The empaneled firm/company and their personnel shall not, either during the term or after expiration of this empanelment, disclose any proprietary or

confidential information relating to the services, contract or business or operations of the Invest India, without the prior written consent of the Invest India.

- l) **Force Majeure:** For the purpose of this clause, 'Force Majeure' shall mean an event that is unforeseeable, beyond the control of the parties and not involving the parties' fault or negligence. Such events may include acts of the Government either in its sovereign or in its contractual capacity, war, civil war, insurrection, riots, revolutions, fire, floods, epidemics, quarantine, restrictions, freight, embargoes, radioactivity and earthquakes. The empaneled firm/company shall not be liable if the delay in the discharge of its obligations under this agreement is the result of an event of Force Majeure as defined above.
- m) If a Force Majeure situation arises the empaneled firm/company shall promptly notify to the Invest India in writing of such conditions and the cause thereof. Unless otherwise directed by Invest India in writing, the empaneled firm/company shall continue to perform its obligations under this Agreement, as far as it is reasonably practical and shall seek all reasonable means of performance not prevented by the Force Majeure event.
- n) **Arbitration and jurisdiction:** Invest India and the empaneled firm/company shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them. If any dispute arises between the Invest India and the empaneled firm/company not covered by this agreement such dispute shall be referred to three arbitrators, one each to be appointed by each party and the third to be appointed by the DSIR Secretary, Department of Scientific & Industrial Research, Ministry of Science and Technology, Government of India. The award of the Arbitrators shall be binding upon the parties to the dispute. Such arbitration shall be governed by the provisions of the Indian Arbitration Act, 1996. The arbitration proceedings shall be held in New Delhi.

Section VI - Standard Forms

PRE-QUAL FORM-1: PRE-QUALIFICATION PROPOSAL SUBMISSION FORM

(To be submitted on the letter head of the bidder)

To: XXXXXXXXXXXXXXXX,

Address: XXXXXXXXXXXXXXXXXXXX,

XXXXXXXXXXXXXXXXXXXX

Subject: Submission of the Pre-qualification Proposal for empanelment with Invest India for providing consultancy services

Dear Madam / Sir:

We, the undersigned, offer to provide Consultancy Services in accordance with your Request for Empanelment dated ----- and our Proposal. We are hereby submitting our Proposal, which includes this Pre-Qualification Proposal and the Commercial bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFE document.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

PRE-QUAL FORM-2: BIDDERS' ORGANIZATION AND EXPERIENCE (For Category 1)

1	Name of the bidder	
2	Mailing address in India	
3	Telephone and Fax Number	
4	E-mail address	
5	Name and designation of the authorized Representative of the bidder	
6	Year of establishment and constitution of organisation	

S.No.	Pre-qualification Criteria		Supporting documents to be furnished	Compliance (Y/N)	Supporting document reference (with page no.)
	TYPE A	TYPE B			
1	The bidder should be a Company registered in India under the Companies Act 1956 or a partnership registered under the India Partnership Act 1932 with their registered office in India for the last three years		Certificate of Incorporation/ Registration		
2	The annual turnover of Bidder is at least Rs. 10 crore (Rupees Ten crores) in the last financial year (2017-18).	The annual turnover of the Bidder is minimum Rs 1 crore but less than Rs 10 crore in the last financial year (2017-18)	Audited/Certified Annual Financial Statements and Annual Report for the last financial year (2017-18).		
3	The bidder should have successfully completed at least 15 assignments of similar nature as listed in the scope of work (in Section II) in the last one year.	The bidder should have completed at least 5 assignments of similar nature as listed in the scope of work (in Section II) in the last one year.	Work Orders for experience cited		
4	The bidder should have at least 25 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	The bidder should have at least 5 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	Certificate from the HR/ head of the Firm		

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

PRE-QUAL FORM-2: BIDDERS' ORGANIZATION AND EXPERIENCE (For Category 2)

1	Name of the bidder	
2	Mailing address in India	
3	Telephone and Fax Number	
4	E-mail address	
5	Name and designation of the authorized Representative of the bidder	
6	Year of establishment and constitution of organisation	

S.No.	Pre-qualification Criteria	Supporting documents to be furnished	Compliance (Y/N)	Supporting document reference (with page no.)
1	The bidder should be a Company registered in India under the Companies Act 1956/2013 or a partnership registered under the LLP Act 2008 with their registered office in India for the last three years	Certificate of Incorporation/ Registration		
2	The annual turnover of Bidder is at least Rs. 50 lakhs (Rupees Fifty Lakhs) in FY 2017-18	Audited/Certified Annual Financial Statements and Annual Report for the financial year 2017-18.		
3	The bidder should have successfully completed at least 3 assignments of similar nature as listed in the scope of work (in Section II) in the last one year.	Work Orders for experience cited		
4	The bidder should have at least 5 skilled manpower/ consultants specializing in executing various activities in the defined scope of work.	Certificate from the HR/ head of the Firm		

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

TECH FORM-1: BIDDER'S EXPERIENCE

- Using the format below, provide information on each assignment for which your firm was legally contracted for carrying out Consulting services as requested under this assignment.
- Consultants should provide all the details (including documentary evidence like copy of work order/ contract document/ completion certificate from customer/ / other customer testimonials) as required in the form.
- **All fields in the format are mandatory. In case of absence of information, the evaluation committee shall consider the information unresponsive for that credential and continue with the evaluation.**

Client Name	
Address	
Project Title	
Start Date	
End Date	
Location of project	
Value of fees received by the Bidder (in Rs.)	
Narrative description of the project	
Description of actual services provided by your staff within the assignment and sector in which it was provided.	

TECH FORM-2: SUMMARY OF TEAM COMPOSITION

S.No	Proposed Position	Consultant Name	Educational Qualification	Experience in Years	Skills and Competencies and experience in the area of work
1					
2					
3					

FORM TECH 3: CURRICULUM VITAE

1. **Proposed Position** [i.e., team leader, team members, etc.]: _____

2. **Name of Firm** [Insert name of firm proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

8. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>9. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed:</p>
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12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

COM FORM-1: COMMERCIAL BID SUBMISSION FORM

(To be submitted on the letter head of the bidder)

To: XXXXXXXXXXXXXXXX

Address: XXXXXXXXXXXXXXXX

Subject: Submission of the Commercial bid for empanelment with Invest India for providing consultancy services

Dear Madam / Sir:

We, the undersigned, offer to provide Consultancy Services in accordance with your Request for Empanelment dated -----and our Proposal. We are hereby submitting our Commercial bid sealed in a separate envelope.

Our Commercial bid shall be binding upon us for the bid validity period of 90 days as stipulated in the RFE document

We hereby declare that all the information and statements made in this Commercial bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of the RFE document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

COM FORM-2: SUMMARY OF COSTS PER MARKET SURVEY REPORT AND COST OF RESOURCE FOR PROJECT MANAGEMENT FOR OPEN INNOVATION CHALLENGES CONSULTANCY

CATEGORY 1: Market Survey Report

S. No.	Description of Services	Total Cost
1.	Market Survey Report (cost per report)	XXX

CATEGORY 2: Project Management for Open Innovation Challenge

S. No.	Description of Services	Total Cost per month
1.	Project Manager (6-10 years of experience) - Minimum Qualification - Post Graduate	
2.	Specialist (3-6 years' of experience) - Minimum Qualification - Post Graduate	
3.	Junior/ Support Category (Minimum Qualification - Graduate	

Note: Additional Cost per day should be indicated in addition to the above.

- a) GST shall be excluded in the above table.
- b) GST shall be billed at prevailing Government rate.
- c) The Out-of-Pocket expenses if any shall be decided separately on project to project basis.
- d) For consideration of their bids, bidders shall have to quote for all the above Resource categories.
- e) The rate for Preparation of Market Survey Report and man month rate for Project Management for Open Innovation Challenge quoted for year 1 will be subject to an escalation of 5% (Five percent) subsequently for each consecutive year on compounding basis.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location: _____ Date: _____

Annexure 1 – Format for Market Survey Report

- Note:** 1. Consultants are expected to engage with the innovators for technology assessment as well as potential buyers and/or licensing partners of the innovation either through Video Conference or a site visit, if required.
2. It is expected that detailed reasoning and justification is provided for each aspect covered in the Market Survey Report.
3. Logs and details of all primary research including calls, interviews along with sources for all secondary research should be provided as Annexures.
4. Logistics cost which would include travel and accommodation costs would be borne by AGNli on actuals. Travel should only be undertaken if required and with prior approval. Annexure 1 provides details on maximum amounts allowed.

The following aspects should be covered in the Market Survey Report:

- Executive Summary
- Detailed description of the Innovation
 - Details of the innovation/technology
 - Inventor details
 - Reason for the innovation
 - If the innovation fits into an existing product or process or is it a stand-alone product?
 - USP (innovator may not disclose proprietary information)
- Benefits of the Innovation
 - Problem the innovation solves
 - Is it a well-defined problem which needs to be addressed urgently?
 - To what extent does the innovation solve these problems?
 - Who suffers from these problems?
 - How urgently do they think there is a need to resolve this problem?
 - How much would they benefit if this problem is solved?
 - Is this a societal problem which requires urgent attention?
 - Other benefits associated with the innovation
 - Does it lead to job creation? To what extent?
 - Any societal benefits
 - Cost considerations for implementation
 - How can the customer use this innovation?
 - What kind of costs are associated with shifting to this innovation from the existing solutions?
- Intellectual Property
 - Protection that currently exists
 - Ownership status
 - IP protection strategies
 - Any similar patents/IP/ journal literature found during research
- Market Readiness
 - How functional is the prototype?
 - Is it an end-product?
 - Current development stage
 - Requirements to finalize the product
 - By when could it be finalized?
 - In what ways has the innovation been tested? (to provide results as well)
 - Lab tests
 - Scalability
 - Reliability
 - Usability by customers
 - Ability to integrate with an imagined or existing product/ process?
 - Adoptability by end users
 - If the innovation requires any certifications or regulatory approvals, what are they? Has any effort been made to acquire these?

- Are there any existing customers or products deployed?
 - What has the feedback been?
- Competitors
 - Problem the innovation addresses and how. What current solution is considered best to resolve the problem?
 - How is the innovation different from any competitor or competing technologies?
 - How do competitors keep current customers locked-in to using their service/product?
 - Market share or extent of adoption of competitors
 - Strengths and weaknesses of the competitors
- Potential Markets
 - Primary Market (brief, composition, structure, size, balance of supplier/buyer power, type of buyers and end users)
 - Potential Benefits to these markets
 - Market Interest (why or why not this innovation be of interest to that market, benefits for this market or any newly identified benefits)
 - Market Requirements
 - Pricing models and levels
 - Required order quantities and frequency
 - Expected product requirements/characteristics
 - Delivery expectations
 - Regulatory approvals/certifications required
 - Post-sale support expectations from end users
 - Secondary Market (any other markets identified along with same details as above for each market)
- Potential Challenges
 - This section should state all challenges identified during research along with details on it. It should include any solutions found for these challenges, if any.
 - Technical Challenges (accuracy, performance, implementation issue etc.)
 - Manufacturing/Distributing Challenges (capacity, process, transportation issues, export/import limitations etc.)
 - Socio-economic challenges (profits, adoption, support issues)
- Potential Opportunities
 - This section should state any potential opportunities identified during research along with details on it along with any leads on the opportunity
 - Opportunities could include technical aspects which could be further developed, technical gaps observed in competing technologies, potential partners, customer interest, associated societal and economic benefits, potential customers etc.
- Recommendations
 - Business Model(s) most viable for Commercialization
 - Strategy recommended for Commercialization
 - Next steps for the innovator (to be listed action item wise along with description, reasons and timeframes).

Annexure 2 – Project Management of Open Innovation Challenges

The following services included but not limited to would be required in Project Management of Open Innovation Challenges:

- Program management and implementation
- Marketing & outreach including startup sourcing, social media management, event production and PR support
- Training and support to all participants (innovators, employees, corporate leadership teams) including organization of bootcamps, design thinking workshops
- Employee engagement to ensure effective mentorship
- Marketing & outreach including innovator sourcing, social media management, event production and PR support

Note: All logistics costs would be borne by Invest India and should not be included as part of the commercial bid.

Annexure 3 – List of Sectors

- Agriculture
- Electric Vehicles
- Biotechnology
- Chemicals
- Construction
- Consumer Goods
- Education
- Clean Energy
- Fintech
- Healthcare & Life Sciences
- Infrastructure
- Manufacturing
- Mass Transport
- Robotics
- Telecom
- AI/ Machine Learning
- IOT