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**Invitation of Proposal for  
Appointing Agency to prepare course material on  
QMS/QTT for introducing in Polytechnics and for implementing  
QMS/QTT in identified MSME clusters**

**Office of the  
Development Commissioner (MSME)  
Ministry of Micro, Small and Medium Enterprises  
Government of India  
Nirman Bhawan, New Delhi**

This office is implementing the scheme “Enabling Manufacturing Sector to be competitive through Quality Management Standard/Quality Technology Tools (QMS/QTT)” as part of National Manufacturing Competitiveness Programme (NMCP). The following two major components under the scheme are proposed for implementation;

- (a) Development of course modules in QMS/QTT like 6 sigma, 5S, kaizen tools etc. to be introduced in Polytechnics and training of teachers, and
- (b) Implementation of QMS/QTT in identified MSME clusters.

For further details, scheme guidelines are available at [www.dcmsme.gov.in](http://www.dcmsme.gov.in).

Request for Proposal (RFP) is invited for Appointing Agency to take up above two activities as per the provisions of scheme guidelines. Interested agencies who have relevant experience may submit Technical & Financial bids in accordance with the requirements of the Terms of References (ToR) stated in the RFP document **latest by 10.2.2012 at 3.00 p.m. in the office of DC (MSME), Nirman Bhawan, New Delhi. Pin- 110108**

Joint. Dev. Commr. (Tech)  
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# **Invitation of Proposal for Appointing Agency to prepare course material on QMS/QTТ for introducing in Polytechnics and for implementing QMS/QTТ in identified MSME clusters.**

## **1. BACKGROUND**

1.1 Development Commissioner, Ministry of Micro, Small & Medium Enterprises (DC-MSME), Government of India is implementing the scheme “Enabling Manufacturing Sector to be competitive through Quality Management Standard/Quality Technology Tools (QMS/QTТ)” as part of National Manufacturing Competitiveness Programme (NMCP). The following two major components under the scheme are proposed for implementation;

- (a) Activity – I: Development of course modules in QMS/QTТ like 6 sigma, 5S, kaizen tools etc. to be introduced in Polytechnics and training of teachers, and
- (b) Activity –II: Implementation of QMS/QTТ in identified MSME clusters.

Scheme guidelines are available at [www.dcmsme.gov.in](http://www.dcmsme.gov.in).

1.2. Under the Scheme, Course modules and Workbooks on QMS/QTТ have been developed for ITI curriculum. The same will be introduced in Govt ITI of various states during the current session. On similar lines, it is now proposed to prepare course materials for Govt polytechnics as per the Gap analysis being performed for the existing curricula vis a vis Industry requirements.

1.3 After the finalisation of course materials, the selected teachers from various Polytechnics will have to be trained suitably so that the QMS/QTТ courses can be introduced in these institutes from session July, 2012 onwards.

1.4 The basic purpose of this activity, is to make available trained young manpower which can be absorbed in MSME sector, thereby benefitting as regards to industry competitiveness.

1.5 Another significant activity under the scheme is to implement selected QMS/QTТ tools and techniques in identified MSME clusters. A group of 10 units will be formed in each cluster, wherein the QMS/QTТ Counsellors will be attached, who will systematically carry out this implementation. To begin with, a diagnostic study report for the 10 units will be prepared which will form the basis for further implementation.

## **2 TERMS OF REFERENCE (TOR) AND SCOPE OF WORK**

It is now proposed to invite Request for Proposal (RFP) for Appointing Agency to take up above two activities as per the scheme guidelines. The financial assistance will be available as per the scheme provisions and Terms and Conditions of payment. The

beneficiary contribution (as per the stipulations) will have to be ascertained before making claim for release of Government of India (GoI) assistance.

## **2.1 Terms of References for Activity – I:**

- a) Study the gap analysis between existing curriculum in Govt. polytechnics vis-à-vis industry requirement (at least 20 polytechnics all over the country may be studied, no two from same location)
- b) Develop course material and workbooks on QMS/QTT related courses for polytechnics (at least 10 major topics). Topics will be decided in consultation with office of DC(MSME),
- c) Develop Training Material Kit for trainers,
- d) Train 50 number Master Trainers on the above topics,
- e) Identify list of Polytechnics for introducing above courses
- f) Organize five days training courses for the teachers of Polytechnics in QMS/QTT courses (100 such training batches each consisting about 20-25 teachers, will be conducted). The location of training institute will be finalized in consultation with MHRD. Lodging / boarding and TA for the trainees will be borne by the Govt.)
- g) Prepare “Modular certificate courses” on QMS/QTT specific topics of 1 or 2 week durations (at least 10 industry relevant topics). These special courses can be used for Shop floor workers, supervisors, technicians or shop managers to enhance their skills in QMS/QTT in desired areas.
- h) These modules can also be used in industry specific / technical institutes in their training curriculum.

## **2.2 Terms of References for Activity – II:**

This activity will be performed in following 10 MSE clusters (in 10 units per cluster);

- (a) Bicycle components manufacturing, Ludhiana,
- (b) Knitwear Club, Ludhiana (Punjab),
- (c) Auto Parts Cluster, Nashik (Maharashtra)
- (d) Machine tools Cluster - Rajkot.
- (e) Wooden Handicraft – Saharanpur,
- (f) Light Engineering Cluster - Coimbatore.
- (g) Ceramic Cluster – Virudachalam,
- (h) Rubber Cluster - Madurai,
- (i) Transformer cluster- Gwalior,
- (j) Light Engineering Cluster - Mandi-deep.

The implementation scope will be :

- To prepare Diagnostic Studies for each of 10 identified units in these MSEs clusters, so as to explore and ascertain the appropriate QMS / QTT for implementation.

- Introduce appropriate Quality Management Systems / Quality Technology Tools in these MSEs for a period of 12 months, through expert counsellors. The tools will be decided based on the need assessment through Diagnostic study.
- This activity will be done with certain contribution from beneficiary MSE unit. In each cluster, a group of 10 units will be formed (preferably 50% micro unit). The fee payable to agency will be shared with 25 % contribution from micro unit and 50% contribution from small unit. GoI assistance will be 75 % for the micro unit and 50% for the Small unit. Total fee payable per unit for implementation (including DSR preparation) will not exceed Rs. 2.5 lakh per unit.

### 3. TIMELINES FOR THE WORK

#### a. For Activity - I

Sl.No.	Description of item	Timeline
1.	Study of gap analysis in 20 polytechnics	<ul style="list-style-type: none"> <li>• within 45 days from issue of work order. (After study, a presentation to be made on the outcome before starting preparations of Training material Kit and Master Course material)</li> </ul>
2.	Draft Training Material Kit and Master Course Material.	<ul style="list-style-type: none"> <li>• 75 days from issue of work order.</li> </ul>
3.	Final Training Material Kit and Master Course Material.	<ul style="list-style-type: none"> <li>• 30 Days from the date of approval of draft material.</li> </ul>
4.	Preparation of modular courses for shop floor (with course material of at least 10 topics).	<ul style="list-style-type: none"> <li>• 30 days from the date of approval of material as in 3 above.</li> </ul>
5.	Organize 5 days training at designated places (region wise) for teachers of Polytechnics (100 batches)	<ul style="list-style-type: none"> <li>• within 4 months after preparation of course material as in 3 above.</li> </ul>

#### a. For Activity - II

Sl.No.	Description of item	Timeline
1.	Study / Gap analysis and Preparation of Diagnostic Study report (DSR) in 10 MSE Clusters,	<ul style="list-style-type: none"> <li>• within 45 days from issue of work order. (After study, a presentation to be made on the outcome for approval of implementation Topics and approach)</li> </ul>
2.	Mid way milestone as per DSR	<ul style="list-style-type: none"> <li>• As per approved DSR</li> </ul>
3.	Final closure of interventions,	<ul style="list-style-type: none"> <li>• As per approved DSR</li> </ul>

#### **4. ELIGIBILITY NORMS**

Proposals are invited for appointment of an agency for carrying out work as per the TOR stated above. The Agency:

- a. Should have proven and demonstrable experience, expertise and resources in carrying out the stated assignment,
- b. Should have experience in completion of at least one project on Quality / productivity related subject for industry sector,
- c. Should have completed at least Study / report for any Government Organisation (Central or State) during the last ten years,
- d. Should be capable of deputing at least Five qualified personnel for the above assignment having experience in Quality management / Quality Tools, (CVs to be enclosed),

#### **5. SELECTION PROCESS**

The Agency shall be selected through a OPEN competitive bidding process. The bidding process shall be carried out in two stages i.e. Technical Bid & Financial Bid. The Technical Bids shall be evaluated and thereafter, financial bids of only those agencies meeting the technical criteria shall be opened. While evaluating the technical proposal, the experience of the agency, work plan and methodology proposed will also be examined.

##### **5.1 DOCUMENTS REQUIRED WITH PROPOSAL**

Eligible agency willing to take up above work may submit proposal along with following documents:

- (a) Year of establishment of Organisation/agency.
- (b) Turnover of organisation in consultancy work for the last 3 years (2008-09, 2009-10 & 2010-11)
- (c) Net profit of the agency for last 3 years.
- (d) Number of professionals proposed for the work, with their qualification and experience of each.
- (e) Past experience in carrying out similar assignments / studies with special reference to industry sector, if any.
- (f) A brief note on methodology of work and time schedule is to be enclosed along with the offer.
- (g) Amount quoted to conduct study should be inclusive of all applicable taxes.

##### **5.2. Payment Schedule**

Bills towards payment of charges may be raised in following manner:-

For Activity - I

- a) 25% of cost on receipt of work order.
- b) 25% of cost on submission of draft course material,
- c) 15% of cost on acceptance of course material,
- d) 20% of cost on completion of 50 % training sessions.
- e) 15% of cost on completion of balance work.

For Activity - II

- a) 25% of GoI assistance on receipt of work order.
- b) 15% of GoI assistance on submission and acceptance of DSR ,
- c) 30% of GoI assistance on completion of Mid-way milestone as per DSR,
- d) 30% of GoI assistance on completion of interventions as per DSR.

The proportionate contribution from Micro and Small units as stated in para 2.2 above will have to be ensured before claiming the GoI assistance, under Activity - II.

**5.3 Bank Guarantee**

In case of first payment as given in (a) above for each activity, Bank Guarantee of equivalent amount may be deposited in favour of PAO, MSME, New Delhi along with Bill.

**6. GENERAL TERMS AND CONDITIONS OF THE WORK**

The selected Agency will sign an Agreement with the Office of Development Commissioner (MSME), Ministry of Micro, Small & Medium Enterprises, Government of India, New Delhi for rendering services.

**7. SUBMISSION OF PROPOSAL**

- 7.1 Agency may submit proposal, specifying the terms & conditions. The technical proposal should be submitted in a separate envelope marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal should be submitted in a separate envelope marked "FINANCIAL PROPOSAL". Both these envelopes should be sealed in another envelope super-scribed as **'Proposal for Appointing Agency to prepare course material on QMS/QTT for introducing in Polytechnics and for implementing QMS/QTT in identified MSME clusters'** and should be sent to the following address:

*Joint. Dev. Commr. (Tech)  
Office of the Development Commissioner (MSME)  
A- wing, 7<sup>th</sup> Floor, Room No. 718,  
Nirman Bhawan, New Delhi – 110108*

- 7.2 The bids may be submitted by 15:00 hours on 10.2.2012. The technical proposals will be opened at 15:30 hours on 10.2.2012. Office of the Development Commissioner

(MSME) will not be responsible for delay of submission/ delayed delivery of the bids under any circumstances.

If the last date for submission of bid is declared a holiday by the Government, then the same can be submitted on the next working day before 15:00 hours.

Joint. Dev. Commr. (Tech)  
Office of the  
Development Commissioner (MSME)

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