

**Request for Expression of Interest (REoI)**  
**Selection of Cluster Network Managers Packages M1 and M2**

**PROJECT TITLE – TECHNOLOGY CENTER SYSTEMS PROGRAM (TSCP) –**  
***Enhancing the Global Competitiveness of MSMEs***

**Authority's Response to Queries**

S.No.	Query	Authority's Response
1.	Can we send the proposal by email through the email address <a href="mailto:tcsp@dcmsme.gov.in">tcsp@dcmsme.gov.in</a> (till 30th Oct 2014, 16.00 Indian Standard Time)?	No, responses to Expressions of Interest cannot be accepted via email. All responses must be submitted in hard copy in person or by post to the address provided in the REoI document by 30th October 2014, 16:00 IST. However, please note that the responsibility of the document reaching in time will be of the applicant
2	Annex FORM 4 - approach and methodology is not supposed to be sent at this stage (EOI phase)	Consultants must provide an Approach and Methodology (maximum 3 pages) as part of the EoI response. But the approach and methodology will not be evaluated as part of the evaluation in the EoI phase. This is being sought to get a high level perspective on how the consultants plan to address the requirements of the Terms of Reference.
3	In all of the REoI documents the requirements list a specific amount for average annual turnover over the last three years. I would like to clarify how your organization calculates this figure.	Average Annual Turnover over last three years must be calculated by adding the annual turnover or sales revenue for last three financial years (extracted from the Profit and Loss statement from the respective years) and dividing it by three. The same needs to be supplemented with Statutory Auditor's certificate (i.e. FY 2011, FY 2012, FY 2013) that provides the information explicitly as per the specific requirement of the criteria mentioned in the REoI documents.

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4	<p>Please refer to the eligibility criteria mentioned in the ToR reproduced below in reference to your advertisement for captioned consultancy:</p> <p>Bidding organizations must have a proven track record (capability and experience) to deliver the above objectives.</p> <ol style="list-style-type: none"> <li>1. The firm must be a registered legal entity and should have been in existence for at least 5 years.</li> <li>2. The firm must have an average annual turnover of USD 10 million over the last 3 years. At least USD 600,000 each year must be from cluster facilitation, innovation systems or related professional services.</li> <li>3. Must have at least 3 completed/ ongoing projects in cluster development (in the relevant sector) in the last 5 years.</li> </ol> <p>Please clarify if a foreign consortium partner in the role of associate (not in the lead) meets the criteria above, the EoI submitted by the consortium with an Indian consulting firm in the Lead (but not meeting the criteria 2 above) can be considered.</p>	<p>Please refer to the <i>Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits &amp; Grants] by World Bank Borrowers</i> (January 2011) ("Consultant Guidelines") paragraph 1.15 for more details on Association between Consultants.</p> <p>Please note that in case of a joint venture, the following criteria must be fulfilled by the lead member:</p> <ol style="list-style-type: none"> <li>i) The firm must be a registered legal entity and should have been in existence for at least 5 years.</li> <li>ii) The firm must have an average annual turnover of USD 10 million over the last 3 years.</li> </ol> <p>The following criteria can be fulfilled by the lead member or any other member of the joint venture:</p> <ol style="list-style-type: none"> <li>iii) At least USD 600,000 turnover each year must be from cluster facilitation, innovation systems or related professional services.</li> <li>iv) Must have at least 3 relevant completed/ ongoing projects in cluster development (in the relevant sector) in the last 5 years.</li> </ol>
5	<p>We presume that completed/ongoing projects include consultancy assignments that deal with cluster development issues including surveys and monitoring and evaluation of projects. Please confirm.</p>	<p>Please refer to the draft terms of reference for Cluster Network Manager to have a better understanding of the scope of work of the consultant and respond with the relevant experience that is being sought. The Draft Terms of Reference are available on <a href="http://www.dcmsme.gov.in/tcsp.html">http://www.dcmsme.gov.in/tcsp.html</a></p>

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6	<p>We request clarity on the two separate clauses which have been mentioned regarding submission of Eol response for both M1 and M2 package as give below:</p> <table><tr><th>Page No.</th><th>Clause</th></tr><tr><td>3</td><td>" Consultants who wish to apply for both the packages are <b>requested to submit Eol response for package, M1 and M2 separately</b> ( in separate sealed envelopes)"</td></tr><tr><td>4 Annexure</td><td>"Please Note: <b>Consultant must submit only one Eol responses for Packages M1 and M2.</b> They can indicate their preference for applying for anyone or both packages in the Approach and Methodology section of the responses as part of Form 4"</td></tr></table>	Page No.	Clause	3	" Consultants who wish to apply for both the packages are <b>requested to submit Eol response for package, M1 and M2 separately</b> ( in separate sealed envelopes)"	4 Annexure	"Please Note: <b>Consultant must submit only one Eol responses for Packages M1 and M2.</b> They can indicate their preference for applying for anyone or both packages in the Approach and Methodology section of the responses as part of Form 4"	Consultants may apply for one package (M1 or M2) or both the packages. However, separate responses must be submitted for each of the packages in separately sealed envelopes. Please indicate clearly on each response, the name of the package (M1 or M2) that it is intended for.
Page No.	Clause							
3	" Consultants who wish to apply for both the packages are <b>requested to submit Eol response for package, M1 and M2 separately</b> ( in separate sealed envelopes)"							
4 Annexure	"Please Note: <b>Consultant must submit only one Eol responses for Packages M1 and M2.</b> They can indicate their preference for applying for anyone or both packages in the Approach and Methodology section of the responses as part of Form 4"							
7	<p>We understand that in order to be eligible for submitting the Eol a firm should have an annual turnover of \$10 million over the last three years and at least \$600,000 from cluster facilitation, innovation systems and related professional services. We also understand that a firm can participate in the Eol in consortium with another firm. In such scenario, please clarify the followings:</p> <p>a) Whether the combined turnover of the consortium partners (annual as well as turnover from cluster facilitation, innovation systems and related professional services) shall be considered for arriving at the eligibility?</p>	Please refer to the <i>Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits &amp; Grants] by World Bank Borrowers</i> (January 2011) ("Consultant Guidelines") paragraph 1.15 for more details on Association between Consultants and respond accordingly.						



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	b) What type of projects shall be eligible under innovations and related professional services? Whether diagnostic studies and policy studies are eligible? Also, whether consultancy (not direct implementation) related to skill development related projects are eligible under the mentioned category?	Please refer to the draft terms of reference for Cluster Network Manager to have a better understanding of the scope of work of the consultant and respond with the relevant experience that is being sought. The Draft Terms of Reference are available on <a href="http://www.dcmsme.gov.in/tcsp.html">http://www.dcmsme.gov.in/tcsp.html</a>
	c) We would also like to submit that an turnover of \$600,000 each year from cluster facilitation, innovation systems and related professional services may be a hindering factor for many interested and competent agencies to participate in the bid. We would thus request you to kindly consider the average turnover for the last three years instead of stipulating and turnover of \$600,000 for each year.	Regretted
8	We understand that the Team Leader and Key staffs have to be different for different packages. Please clarify whether we need to submit detailed CVs of Team Leader and Key Staffs as a part of the EoI or only a brief profile shall suffice at this stage. Please also clarify the requirement in terms of educational qualification and experience for the proposed resources	Detailed CVs of team leaders and key staffs is not required to be submitted as part of the EoI response. Minimum educational qualifications and experience for the proposed staff will be included in the RFP.
9	We understand that the documentary evidence in support of ongoing projects which are older than 12 months include a certificate to the effect that 50% of the contract value has been received. However, in certain cases where the assignment duration is longer (3-5 years) and fee is linked to achievement of certain milestones, 50% realization of contract value might not happen, especially for projects which are just over 12 month old. We would request to please relax the stipulation of providing a certificate to the effect that 50% of the contract value has been received. Instead of certificates work contracts/orders may be asked for. Also certain milestones such as approval by the competent authority, release of grant assistance, etc. may be considered instead of revenue realization.	Regretted

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10	What is the likely date for initiating the bid process for remaining packages?	The query is not relevant to the Eol in question.