

**REQUEST FOR EXPRESSION OF INTEREST  
(SELECTION OF CLUSTER NETWORK MANAGERS PACKAGES M1 and M2)**

**Country - India**

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

**World Bank Loan No. 83300-001-IN**

**Assignment Title: Cluster Network Managers to support existing and new Technology  
Centres**

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

**INDIA**

**TECHNOLOGY CENTER SYSTEMS PROGRAM (TSCP)**

Loan No./Credit No./ Grant No.: 83300-001-IN

**Assignment Title: Cluster Network Managers to support existing and new Technology Centers**

The Ministry of MSME, Government of India, through the Office of the Development Commissioner, Ministry of Micro, Small and Medium Enterprises has received financing from the World Bank toward the cost of the Technology Centre Systems Program (TSCP), and intends to apply part of the proceeds for consulting services.

The Technology Centre Systems Programme will support in upgrading the existing Technology Centres (TCs) - also referred to as Tool Rooms and Technology Development Centres - and establishing up to 15 new TCs. The TCs are to be located in various parts of the Country and cater to the needs of small and medium firms in the field of training, component designing, tooling and manufacturing. For full details please visit [http://www.dcmsme.gov.in/Toolroom\\_tdc.htm](http://www.dcmsme.gov.in/Toolroom_tdc.htm).

The Office of Development Commissioner, Micro Small Medium Enterprises intends to hire consulting firms in the role Cluster Network Managers (CNM). The following 5 packages have been designed for procurement of the CNMs

Package #	TC Location to be served	TC focus areas
M1	Existing: Indore, Ahmedabad, Aurangabad New: 3-4 locations	Automotive, General Engineering
M2	Existing: Jamshedpur, Bhubaneshwar, Kolkata, Guwahati New: 2-3 locations	General Engineering, Automotive, Precision Mfg. and Foundry & Forging,
M3	Existing: Jalandhar, Agra, Ramnagar New: 3-4 locations	Foundry and Forging, Hand Tools, ESDM and Agricultural Implements
M4	Existing: Meerut, Kannauj, Firozabad, Agra Potential New: 3-4 locations	Sports Goods, Fragrance and Flavors, Agro & Allied Industries, Leather & Footwear and Designer & Decorative Glass
M5	Existing: Mumbai, Hyderabad, Chennai Potential New: 3-4 locations	ESDM, Precision Mfg., Advance Welding, Leather & Footwear

Consultants can apply for more than one package and there would be different shortlist for each package. While applying for different packages, the Team Leader and Key Staff have to be different for each package. Further, there would be a restriction on number of packages awarded to a single consultant and the criteria for the same shall be defined in the RFP.

This request for EoI is intended at hiring Cluster Network Manager for packages M1 and M2. The consulting services ("the Services") include building capacity of the TCs to enhance economic development cooperation amongst key stakeholders to improve the competitiveness of the MSME clusters served by them and strengthening market linkages of the TCs with the MSMEs in the cluster it serves. The CNM would seek to increase competitiveness of supply chains of large firms by enhancing quality, reliability and productivity of MSME suppliers by offering services of the TC. The CNM will facilitate closer cooperation between the TC and MSMEs with key innovation stakeholders (such as applied research institutes, autonomous institutions, academia, skill seekers and students) to enhance product and process innovation and enhance the competitiveness of the cluster business environment by establishing a network of service providers for the MSMEs. The CNM will also facilitate in increasing the TC's capacity through closer cooperation amongst skills development and labour market stakeholders to increase the number of workers/ trainees from TCs finding long term employment to



improve their livelihood. The overall magnitude of the effort for each consulting firm is expected to be in excess of three hundred and eighty six man months over a six year period.

The detailed draft terms of reference can be obtained from <http://dcmsme.gov.in/tcsp.html>

The Office of DC-MSME now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. The firm must be a registered legal entity and should have been in existence for at least 5 years.
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.
3. Must have at least 3 relevant completed/ ongoing projects in cluster development (in the relevant sector) in the last 5 years.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers* (January 2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications and they must mention the nature of association whether Joint Venture or Subconsultancy, in their EoI.

Consultants will be selected in accordance with the Quality Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours: 0900 to 1700 hours.

Expressions of interest must be delivered in a written form as per the formats attached in Annexure 1 to the address below by 30 October 2014 (1600 hours Indian Standard Time).

Consultants are eligible to apply for single package (M1 or M2) or both the packages. Consultants who wish to apply for both the packages are requested to submit EoI response for package, M1 and M2 separately (in separate sealed envelopes).

Office of Development Commissioner,  
Micro, Small & Medium Enterprise (MSME),  
Attn: R. K. Rai, Director (Tool Room), O/o DC, MSME  
Room No 723 (A), A Wing,  
7th Floor, Nirman Bhawan,  
Maulana Azad Road, New Delhi – 110108  
Tel: +91 11 23062561  
Fax: +91 11 23061068  
E mail: [tcsp@dcmsme.gov.in](mailto:tcsp@dcmsme.gov.in)

## Annexure 1: Format for Expression of Interest

*Please Note: Consultant must submit only one Eol response for Packages M1 and M2. They can indicate their preference for applying for any one or both packages in the Approach and Methodology section of the response as part of FORM 4.*

The expression of interest must be submitted along with the following documents:

- a) FORM 1: Compliance to Eligibility Criterion
- b) FORM 2: Organization Details
- c) FORM 3: Format for Credentials / Past Experiences for all the projects cited under eligibility criterion 3 & 4
- d) FORM 4: Approach and Methodology for executing the project
- e) FORM 5: Comments and Suggestion on the Terms of Reference

### **FORM 1:** Compliance to Eligibility Criterion

Eligibility Criterion		Compliance (Yes/No)	Documentary Evidence Provided	Page number as part of Annexure
1	The firm must be a registered legal entity and should have been in existence for at least 5 years		Copy Certificate of Incorporation issued by relevant authority in country of establishment	
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.		<p>Statutory Auditor's certificate (i.e. FY 2011, FY 2012, FY 2013) that provides the information explicitly as per the specific requirement of the criterion.</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>a) The annual turnover quoted must be the annual turnover of the Eol Respondent and not its parent/child company</li> <li>b) Statutory auditor's certificate is mandatory. Providing Balance sheet or financial statements is not sufficient for this requirement</li> </ol>	
3	Must have at least 3 completed/ ongoing relevant projects in cluster development (in the relevant sector) in the last 5 years.		<p>For completed projects :</p> <p>Copy of the Completion Certificate from the client. OR Copy of the letter from authorised client representative on company letter head and under company seal with explicit information to meet the specific requirement of the criteria OR A Self-Certified declaration by the Chief Executive Officer (CEO) or Managing Director or official of equivalent rank of the Eol Respondent Entity.</p>	



Eligibility Criterion		Compliance (Yes/No)	Documentary Evidence Provided	Page number as part of Annexure
			<p>For greater than 12 months old ongoing project:</p> <p>Copy of Purchase Order / Contract copy AND Certificate from the Finance Head / Authorised Signatory of the EoI Respondent that 50% of the contract value has been received</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>a) The credentials sighted under this criterion must have been executed by the EoI Respondent and not its parent/child company</li> <li>b) Maximum 5 credentials can be submitted for this criterion</li> </ul>	
4	Other relevant documents		<p>Declaration that the firm is not black-listed by any Government agencies in India</p> <p>Declaration that the firm does not have any conflict of interest in terms of taking any assistance / support from individual / firm / consultants who have been part of the TCSP program consultancy or the bid publication process</p>	

**FORM 2:** Organization Details**Section 1: About the Eoi Respondent**

I.	Name of the Organization		
II.	Details of the Organization	<ul style="list-style-type: none"> <li>• Address of the Registered Office:</li> <li>• Telephone:</li> <li>• Facsimile:</li> <li>• Website:</li> </ul>	
III.	Information about Organization	<ul style="list-style-type: none"> <li>• Year of Establishment:</li> <li>• Status of the Organization: (Public Ltd. / Private Ltd.)</li> </ul>	
IV.	Name and designation of the person authorized to make commitments to the O/o DC-MSME	<ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• E-mail</li> <li>• Contact Number</li> </ul>	
V.	Annual Turnover for the last three Financial Years	Financial Year	Annual Turnover (Million USD)
		2011	
		2012	
		2013	
VI.	Number of Personnel	<ul style="list-style-type: none"> <li>• Number of professionally qualified technical personnel on its permanent payroll working in the area of cluster development as on 31.12.2013</li> <li>• Total employee strengths on the payroll of the company as on 31.12.2013</li> </ul>	

**Section 2** EOI Respondent firm needs to mention its core business areas and any other relevant details / experience of the EOI Respondent firm in a descriptive format. EOI Respondent firm needs to mention its Technical and managerial capability for executing each component of the indicative scope of services.

Please provide a response with details in not more than 3 pages

**FORM 3:** Format for Credentials / Past Experiences for projects cited under eligibility criterion 3  
(Maximum 2 pages per credential)

Assignment name:	Country: Location within the country
Name of Client:	Address:
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of man month of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in USD):	Approx. value of the services provided by your firm under the contract (in USD):
Name of associated organizations, if any:	Role of Consortium member:
Narrative description of the Project:	
Detailed Scope of services, coverage and relevance to this project: Please do specify various project components in detail	
Copy of Completion certificate from the client attached?	YES / NO

Copy of letter from authorized client representative with information meeting the specific requirement of the criterion attached?	YES / NO
Does the Work Order / copy of completion certificate clearly specify the Value of the Contract  <i>(In case of No, please attach self-declaration by the CEO / MD of the firm stating the value of the contract and the project scope of services.)</i>	YES / NO



**FORM 4:** Approach and Methodology for executing the project (not exceeding more than 3 pages)

*Please note the Approach and Methodology will not be used for evaluation at the EoI stage.*

**FORM 5:** Suggestions and Comments on the Terms of Reference, with special considerations on the scope of work to identify more activities that can be undertaken by the Cluster Network Manager to help achieve the project objective, minimum team deployment etc. (not exceeding more than 4 pages)

No.	Name of EOJ Respondent	Page Number, Cause Reference	Existing Clause	Query / Suggestion